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Idaho Department of Education

Instruction Manual for Reporting Attendance and Enrollment

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State Superintendent
of Public Instruction

ATTENDANCE AND ENROLLMENT

FOR

IDAHO PUBLIC SCHOOLS

Idaho Code (Section 33-1002) provides for the educational support program of public schools in the State of Idaho and bases the distribution of state funds on the average daily attendance of students. The State Board of Education is authorized to establish rules and regulations determining average daily attendance and the reporting requirements. This publication identifies definitions adopted by the State Board of Education and describes the practices and procedures to be used for reporting the enrollment and attendance of public school students.

Pupil personnel management is a function of the school system, and the responsibility for the actual collection of pupil information rests with the local school district. School districts are required to maintain records which will properly and accurately account for the enrollment and attendance of each student. A permanent cumulative record system or student master file should be established and maintained at each school district. The information necessary to report to the State Department of Education includes enrollment data, attendance data, dropout data, days in session and number of twelfth grade graduates.

This manual is published to help school districts comply with current requirements for enrollment and attendance reporting.

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I. General Information

School Year – minimum hours (I.C. 33-512 (a))

Each school district shall annually adopt and implement a school calendar which provides its students at each grade level with the following minimum hours:

- Kindergarten – 450 hours
- 1st-3rd grades – 810 hours
- 4th-8th grades – 900 hours
- 9th-12th grades – 990 hours

School Calendars must be submitted to the State Department of Education prior to the start of the school year. (See School Calendar Manual for instructions on submitting calendars)

School Age (I.C. 33-201)

The services of the public schools of this state are extended to any acceptable person of school age. "School Age" is defined as including all persons resident of the state, between the ages of five (5) and twenty-one (21) years. The age of five years shall be attained when the fifth anniversary of birth occurs on or before the first day of September of the school year in which the child is to enroll in kindergarten.

Note: Opinions of Attorney General states that once the child is properly enrolled, it is within the discretion of school officials thereafter to change that placement if it is in the child's best interest.

Average Daily Attendance (I.C. 33-1001)

Average Daily Attendance (ADA) is the aggregate or the weekly attendance divided by the number of days in session for that week, for grades 1-12. For Kindergarten the weekly aggregate attendance is divided by the number of sessions for that week.

Note: No student can generate more than one (1.0) ADA. Students who attended more than one school or in two schools in different districts, must be counted so that they generate no more than one (1.0) ADA.

Day / Session for Attendance (IDAPA 08.02.01)

A school day or session is when the school is open and students are under the guidance and direction of teachers engaged in the teaching process. Lunch periods, breaks, passing time, recess, etc., may not be included in determining the hours of instruction.

1. Full Day / Session

Kindergarten – a full session consists of at least two and one-half (2.5) hours of instruction per day. Schedules in which groups of students routinely attend the equivalent of 2 sessions per day for a limited number of days (2 or 3) during the week may count up to two (2) sessions per day.
Grades 1-12 – a full day consists of at least four (4) hours of instruction per day.

2. Half-Day

Kindergarten – There are no shortened days for Kindergarten. A period of instruction of less than 2.5 hours should be recorded as a vacation session.

Grades 1-12 – a half-day consists of at least two and one-half (2.5) hours, but less than four (4) hours of instruction per day.

3. Summary

Kindergarten
2.5 hrs. or more of instruction = 1 session
less than 2.5 hrs. of instruction = 0 sessions

Grades 1 – 12
4 hrs. or more of instruction = 1 day
2.5 hrs but less than 4 hrs. of instruction = ½ day
less than 2.5 hrs. of instruction = 0 days

Teacher Staff Development and Emergency Closure (I.C. 33-512 (c))

The minimum number of instructional hours that a school district must provide its students at each grade level may be reduced up to eleven (11) hours for kindergarten and up to twenty-two (22) hours for grades 1-12 to accommodate staff development activities and eleven (11) hours for emergency school closure (I.C. 33-512 (c)). Idaho code does not limit the number of hours of Staff Development or Emergency Closure for a district. Instead, it limits how many of those hours may be counted as instructional time.

Note: Teacher orientation, parent-teacher conferences, teacher workdays, etc. do not qualify as staff development.

The board of trustees shall certify to the State Department of Education the cause and duration of emergency closure (I.C. 33-1002. 5). Certificates of Closure must be submitted with each reporting period attendance reports. If there are no emergency closure days mark "N/A" at the top of the certificates. Report, by building, only the number of instructional hours that were missed due to emergency closure. This should not exceed the number of hours school would have normally been in session.

Note: It is important to distinguish qualifying emergency closures allowing a reduction in instructional hours from closures affecting the reporting of ADA. For attendance reporting purposes, Idaho Code 33-1003A states that when a school is closed, or if a school remains open, but attendance is significantly reduces, the board of trustees, having certified to the SDE the cause and duration of such closure or impacted attendance, the districts attendance shall be considered as being the same as the days when school actually was in session or when attendance was not impacted.

Note: The State Board of Education does not recognize a teacher strike nor the withholding of service as sufficient cause to declare an emergency closure.

Note: Do not report attendance for emergency closure days. The attendance system will calculate the attendance for each building

Elementary Schools with Less Than 10 ADA (I.C. 33-1003 2(f))

Idaho Code 33-1003 2(f) provides that any elementary school having less than ten (10) pupils in average daily attendance will not be allowed to participate in the state or county support program unless the school has been approved for operation by the State Board of Education. Application for this approval must be submitted annually. Applications may be obtained from Public School Finance.

Border District Contracts (I.C. 33-1403)

1. Within the state

If the board of trustees determines that it is in the best interest of the pupil(s) to attend school in another district, the district may annually agree, in writing, that such pupil(s) shall be transferred to the other district. The receiving district may elect to charge tuition and/or include those students in its attendance reports.

2. Out of state

If the board of trustees determines that it is in the best interest of the pupil(s) to attend school in a bordering state, the district may annually agree, in writing, to a contract that specifies all cost to be paid by the Idaho school district and the agreement shall be filed with the State Board of Education. The Border School attendance reports must be included with the contracting district's attendance reports.

3. Students Coming into Idaho

An Idaho school district with the approval of the State Board of Education, may enter into an agreement with a neighboring state, but the Idaho school district **must** charge a tuition rate as determined by the State Department of Education, in compliance with Idaho Codes 33-1403 and 33-1405. A copy of the agreement shall be filed with the State Board of Education. Out-of-State students shall not be included in attendance reports.

Reporting Periods (I.C. 33-1009)

There are three reporting periods for the regular school year with an additional reporting period for approved Summer Alternative schools and Summer Juvenile Detention Centers.

- The first reporting period begins the first Monday in July and ends the first Friday in November.
- The second reporting period begins the Monday after the first Friday in November and ends the first Friday in March.
- The third reporting period begins the Monday after the first Friday in March and ends on the last day of school.
- Summer Alternative Secondary school and Summer Juvenile Detention Centers begin after the last day of the regular school year and end prior to the beginning of the next regular school year.

Reporting Options

1. Forms

Elementary School districts and Charter Schools may download from the Department of Education's website the attendance reports in Excel format and submit the reports to the State Department of Education (SDE). One copy of each completed report should be kept on file at the school building. The Superintendent and SDE copies should be forwarded from the building to the school district office or charter school administration at the end of each reporting period. The reports will be review for accuracy and copies will be forward to the State Department of Education.

2. Disk

Program disks will be provided to the districts, allowing district or building personnel to input information, to generate all attendance and unit reports, and submit reports in an electronic format.

Deadlines for Submitting Reports

Completed forms must be signed by the appropriate supervisor as noted on the forms or someone under his/her authority. The building principal/supervisor and district superintendent are responsible for the timely submission of accurate reports.

1. Due Dates

Reports should be mailed to the SDE according to the following guidelines:

- 1st period – no later than one (1) week after the first Friday of November.
- 2nd period – no later than one (1) week after the first Friday of March.
- 3rd period – no later than one (1) week after the close of school.
- Summer Alternative School and Summer Juvenile Detention Centers – no later than one (1) week after the close of the summer session.

2. Past Due

Reports are past due if they have not been received in our office 14 business days after the last day of the reporting period. If an extension is needed, please contact our office.

(1) Border Schools – (special instructions)

If your district has students attending Border schools in a neighboring state with closing dates later than that of your district, please forward the Border school reports as soon as they are available. Send the remaining district reports in accordance with the above due dates advising us in writing of the closing date of the Border school(s). The Border school forms should be mailed to the district office no later than 1 week after the close of school, then forwarded immediately to the SDE. It is the responsibility of the Idaho school district to obtain the Border school reports.

3. Where to Send Reports

Send reports to:

Public School Finance
State Department of Education
PO Box 83720
Boise ID 83720-0027

Fax : 334-2228

Corrections/Changes to forms and reports

Corrections or changes to forms are accepted up to three years after the original file date. Please forward any corrections as soon as possible.

Make corrections or changes to the district or building copies. The person making the change must sign and date the form. Mail or fax the changes to the Public School Finance office.

II. Attendance

Attendance information is a significant factor and provides the data necessary for calculations used in the state educational support program. Support units are derived from this information for the different grade groupings and school types, including Alternative schools, Juvenile Detention Centers, Special Education programs, and Charter schools.

Grade Groups (I.C. 33-1002)

The state school support program is based on the average daily attendance (ADA) of students. Attendance reporting is divided into the following groups:

- Kindergarten
- Elementary (grades 1-3)
- Elementary (grades 4-6)
- Secondary (grades 7-12)
- Alternative Secondary School (grades 7-12)
- Summer Alternative Secondary School (grades 7-12)
- Juvenile Detention Centers

Gifted/Talented, Self Contained and Resource Room students – Attendance for these students should be combined with the regular kindergarten, elementary, and secondary classrooms.

Approved Special Education Preschool students – Do not report attendance for these students. Report enrollment information only. Support for these students is calculated from information submitted to the SDE by the Special Education December 1 Child Count.

Recording Attendance at the Building Level

Uniform reporting (I.C. 33-120)

The state superintendent of public instruction shall prescribe forms and format for uniform accounting for financial and statistical reports and performance measurements to provide consistent and uniform reporting by school districts.

SDE Recommends; that attendance records should be maintained and kept on file at each school building. Each Classroom Teacher should be recording Elementary attendance twice daily (a.m. and p.m.) and Secondary attendance should be recorded for each class period throughout the day.

SDE Recommends; that attendance should be reviewed daily and audited weekly by building personnel to insure proper attendance reporting to the State department of Education.

A Day of Attendance (IDAPA 08.02.01)

A day of Attendance is one in which a pupil is physically present and is under the guidance and direction of a teacher while school is in session. Report attendance in full (1.0) or half-day (.5) increments (see page 1). Do not use enrollment figures for attendance.

Note: A student who attends a day-long biology field trip that is part of the curriculum, under the guidance and direction of a teacher while school is in session, may be counted as being in attendance for that day.

Public School Students Dually Enrolled (I.C. 33-203)

A public dually enrolled student is any student attending more than one traditional public school, public charter school or public virtual school. In funding there are only two options for a student's ADA and that is full time (1.0) or half time (0.5).

Note: No student shall generate more than one (1.0) ADA.

Example: John attends four (4) hours of instruction at the traditional high school and then spends two and a half (2½) hours of instruction logged on with the virtual high school. Since John meets the four hour minimum at the traditional high school to be counted as a full ADA and meets the two and a half hour minimum at the virtual high school to be counted as a half ADA the two schools must work out an agreement as to how the ADA will be reported, because **no student shall generate more than one (1.0) ADA.**

Example: John attends 3 hours of instruction at the charter school and then spends 1 hour of instruction at the traditional high school for advanced math, which the charter school pays a fee to the traditional high school. The charter school would count the hour spent at the traditional high school to meet the 4 hours of instruction minimum to count the student as a full time student.

Post-Secondary Dually Enrolled (I.C. 33-203)

Dual enrollment shall include the option of enrollment in an accredited post-secondary institution. A student who is earning credits from an accredited post-secondary institution that are being credited towards graduation requirements can be included in state attendance reports.

Example: Mary attends three hours of instruction at the local high school and also attends one hour of instruction at the local accredited college which credits are going towards her graduation requirements. The time spent at the college would count towards meeting the 4 hours of instructions to be a full time. Mary would be a full time ADA and not a half ADA.

Non-Public School Students dually Enrolled (I.C. 33-203)

Those students educated in other than public schools and who also attend classes at a public school are considered dually enrolled students. A dually enrolled student must attend at least two and one half (2 ½) hours per week to be included in the school's weekly aggregate attendance. If the student's hours of attendance are 2.5 or greater, divide the hours by 4 and add that to the school's weekly aggregate attendance.

Example 1: Sally, a home instructed student, enrolls in music class that is held for 55 minutes, 5 days a week and she attends music class all week:
Total minutes of attendance (55 minutes x 5 days) = 275 minutes
Total hours of attendance (275 minutes divided by 60 minutes = 4.58 hours)
Aggregate hours of attendance (4.58 hours divided by 4 = 1.15), round to 1.0
For that building, add one (1) ADA to the week's aggregate attendance for Sally.

Example 2: Jeff, a privately schooled student, enrolls in two 50 minute classes per day.
Total minutes of attendance (100 minutes x 5 days) = 500 minutes
Total hours of attendance (500 minutes divided by 60 minutes = 8.33 hours)
Aggregate hours of attendance (8.33 hours divided by 4 = 2.08) always rounding to the nearest .0 or .5, add 2 to the week's aggregate attendance for that building.

Dually enrolled Idaho Digital Learning Academy (IDLA)(I.C. 33-203)

Students who take courses from the Idaho Digital Learning Academy (IDLA), the state run, online courses, can be included in state attendance reports.

Example: John attends four 55 minute periods at the local high school and one course from IDLA. Treat the IDLA course as if it was another 55 minute period. With the IDLA course John would count as a full time student, because he is receiving 4 or more hours of instruction.

Example: Becky is a home instructed student, who signs up for two IDLA course through the counselor at the high school. The high school runs seven 50 minute periods a day. Calculate ADA for Becky the same as any Non-Public dually enrolled student. Calculate her time based on the length of each period at the school she signed up at. Calculate her attendance as follows:
Total minutes of attendance (100 minutes x 5 days) = 500 minutes
Total hours of attendance (500 minutes divided by 60 minutes = 8.33 hours)
Aggregate hours of attendance (8.33 hours divided by 4 = 2.08) always rounding to the nearest .0 or .5, add 2 to the week's aggregate attendance for that building.

Homebound Students (I.C. 33-1003(a))

A homebound student is any student who would normally and regularly attend school, but due to illness or accident that necessitates an absence from school for more than ten (10) consecutive school days, the school district may include homebound students in its total attendance, provided that academic instruction has been given by appropriate certified professional staff employed by the district.

Note: Beginning on the eleventh (11) homebound day and thereafter the student may be included in the total aggregate attendance of that building report.

Foreign Students

A foreign student is any student who comes from another country and is not a legal resident of the State of Idaho or United States of America. Foreign students who are attending school in an Idaho school as part of a foreign exchange student program, can be counted in attendance for funding proposes. Foreign students who are not part of a foreign exchange program and attended school in Idaho, must pay tuition and **cannot** be counted in attendance for funding proposes *(I.C. 33-201)*.

Saturday or After School Classes

Saturday or after school classes can not be use to make up an absence from a prior day. State Board Rules Governing Administration 08.02.01.250.05 states; "A day of attendance is one in which a pupil is **physically present** for the full day under the guidance and direction of a teacher…"

Example: John is absent on Tuesday, but attends Saturday classes. John would be reported as only having 4 aggregate days of attendance for that week. Under this rule a pupil cannot be counted as in attendance for a day if they were not physically present that day.

Note: Schools can use Saturday Classes for credit recovery, but cannot claim in aggregate attendance for state reports.

Tardiness and Attendance

FOR KINDERGARTEN
State Board Rules Governing Administration 08.02.01.250.04 states; "A day of attendance for a kindergarten pupil is one in which a pupil is physically present for a period of two and one-half (2 ½) hours under the direction and guidance of a teacher while school is in session."

Example: The kindergarten session is normally three (3) hours of instruction and a pupil was an half hour late coming to class, but was there for the remained of the day. This pupil would still count as being in full attendance, because they were physically present for two and one-half hours of instruction.

FOR GRADES 1-12
State Board Rules Governing Administration 08.02.01.250.03a states; A day of attendance for a grades 1-12 pupil is one in which a pupil is physically present for a period of four (4) hours under the direction and guidance of a teacher while school is in session."

Example: The high school has six (6) 55 minute long periods each day. Jane is 15 minutes late to her first period class and is again 15 minutes late to the start of her fourth period class, but is on time for the other four classes. For state reporting, she would still be counted as being in full attendance, because she received more than four (4) hours of instruction.

Note: Each district may set a policy regarding the number of tardiness that can happen before withholding credit for a class. There is nothing in state law or board rule that requires withholding funding for tardiness. As long as 4 or more hours of instruction is met it is a full day of attendance for state funding.

Reporting Forms

1. Kindergarten Attendance Report

IDAHO STATE DEPARTMENT OF EDUCATION
KINDERGARTEN ATTENDANCE REPORT
2002 - 2003 1ST REPORTING PERIOD

District # _____ **Building #** _____
District Name _____
Building Name _____
Yr-rnd Track Code _____ **K - Schedule Code** _____

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am					
	pm					
Week 2	am					
	pm					

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN

WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
01	Jul-01				
02	Jul-08				
03	Jul-15				
04	Jul-22				
05	Jul-29				
06	Aug-05				
07	Aug-12				
08	Aug-19				
09	Aug-26				
10	Sep-02				
11	Sep-09				
12	Sep-16				
13	Sep-23				
14	Sep-30				
15	Oct-07				
16	Oct-14				
17	Oct-21				
18	Oct-28				

◆ Each session =2.5 hours of instruction / day. Each school day may consist of 2 sessions.

_____
Principal's Signature

Enter in the district name and number, the building name and number, the schedule code and a year round track code, if necessary.

a) Kindergarten Scheduling Codes

In Idaho, there are a wide variety of schedules for Kindergarten. Using the Kindergarten Numbering System, select the schedule that reflects how your kindergarten students are attending classes. A separate report must be completed for each schedule within a building. Each session must be at least two and a half (2 ½) hours of instruction per day. It is possible to have two (2) sessions of kindergarten for each day, with a possible total of ten (10) sessions for the week.

Note: The number of classrooms running in the a.m. and p.m. sessions does not affect the number of sessions you report. The number of students will be reflected in the aggregate attendance amount rather than the number of sessions.

1 Kindergarten Schedule -A.M. only-Everyday

The same students attending every day for the morning session only.

Indicate K-Schedule code 1

Indicate a.m. sessions for all five days for each week

Yr-rnd Track Code _____ K - Schedule Code 1

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X	X	X	X	X
	pm					
Week 2	am	X	X	X	X	X
	pm					

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	5.0	0	0	100
12	Sep-16	5.0	0	0	97
13	Sep-23				

The combined maximum number of sessions is 5

2 Kindergarten Schedule -P.M. only-Everyday

The same students attending every day for the afternoon session only.

Indicate K-Schedule code 2

Indicate p.m. sessions for all five days for each week

Yr-rnd Track Code _____ K - Schedule Code 2

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am					
	pm	X	X	X	X	X
Week 2	am					
	pm	X	X	X	X	X

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	5.0	0	0	100
12	Sep-16	5.0	0	0	97
13	Sep-23				

The combined maximum number of sessions is 5

3 Kindergarten Schedule-Alternating Days/Week-(week 1 Monday, Wednesday, Friday and week 2 Tuesday, Thursday, 2 sessions day)

The same students attend both the morning and afternoon sessions on alternating days and weeks.

Indicate K-Schedule code 3

Indicate a.m. and p.m. sessions on alternating days and weeks

Yr-rnd Track Code _____ K - Schedule Code 3

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X		X		X
	pm	X		X		X
Week 2	am		X		X	
	pm		X		X	

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	6.0	0	0	120
12	Sep-16	4.0	0	0	80
13	Sep-23	6.0	0	0	119

The combined number of sessions will alternate between 4 and 6

4 Kindergarten Schedule-Monday, Wednesday and every other Friday (2 sessions day)

The same students attend both the a.m. and p.m. sessions on Mondays, Wednesdays and every other Friday.

Indicate Mondays, Wednesdays and every other Friday

Indicate K-Schedule code 4

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X		X		X
	pm	X		X		X
Week 2	am	X		X		
	pm	X		X		

Yr-rnd Track Code _____ **K - Schedule Code** 4

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	6.0	0	0	120
12	Sep-16	4.0	0	0	80
13	Sep-23	6.0	0	0	119

The combined number of sessions will alternate between 4 and 6

5 Kindergarten Schedule-Tuesday, Thursday and every other Friday (2 sessions day)

The same students attend both the a.m. and p.m. sessions on Tuesday, Thursday and every other Friday.

In filling out of the attendance report for schedule #5 you will indicate only Tuesdays, Thursdays and every other Friday, enter Kindergarten schedule code 5 and the number of sessions will alternate between 4 and 6.

6 Kindergarten Schedule-Full Day-Everyday (2 sessions day)

The same students attend both the a.m. and p.m. sessions, every day of the week.

Note: Do **not** use schedule # 6 if there is one group of students attending the a.m. session and another group of students attending the p.m. session. Fill out two reports, one reporting Kindergarten schedule # 1 and the other reporting Kindergarten schedule # 2.

Indicate all days, both a.m. and p.m.

Indicate K-Schedule code 6

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X	X	X	X	X
	pm	X	X	X	X	X
Week 2	am	X	X	X	X	X
	pm	X	X	X	X	X

Yr-rnd Track Code _____ **K - Schedule Code** 6

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	10.0	0	0	120
12	Sep-16	10.0	0	0	80
13	Sep-23	10.0	0	0	119

The combined maximum number of sessions cannot exceed ten.

b) Aggregate Attendance

Aggregate attendance is the cumulative total of students physically present that week. Report aggregate attendance to one decimal place, rounding to the nearest .5. All attendance numbers must end in .0 or .5.

Note: For kindergarten, attendance must be counted by session and there are no half-sessions (see page 1).

Example 1: There are two classes of kindergarten every day in the morning with ten students enrolled in each class. Assuming perfect attendance, aggregate attendance is calculated as follows:

a.m. session	Monday	Tuesday	Wednesday	Thursday	Friday	
Classroom 1	10	10	10	10	10	Total Weekly Aggregate Attendance
Classroom 2	10	10	10	10	10	
Total Daily Aggregate Attendance	20	20	20	20	20	100

Kindergarten Attendance report for schedule #1 would be as follows:

Indicate a.m. sessions for all five days for each week

Indicate K-Schedule code 1

Yr-rnd Track Code _____ **K - Schedule Code** 1

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X	X	X	X	X
	pm					
Week 2	am	X	X	X	X	X
	pm					

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	5.0	0	0	100
12	Sep-16	5.0	0	0	100
13	Sep-23	5.0	0	0	100

Example 2: There are two classes of Kindergarten with ten students enrolled in each class. Each group attends all day Monday, Wednesday and Friday the first week and all day Tuesday and Thursday the second week. The same students attend both the a.m. session and the p.m. session each day. Attendance is counted twice, once for the a.m. session and again for the p.m. session. Assuming perfect attendance, the aggregate attendance is calculated as follows:

Count each class, for each session they attended.

WEEK 1		Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session	Classroom 1	10		10		10	
	Classroom 2	10		10		10	
p.m. session	Classroom 1	10		10		10	Total Week Aggregate Attendance
	Classroom 2	10		10		10	
Total Daily Aggregate Attendance		40	0	40	0	40	120

WEEK 2		Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session	Classroom 1		10		10		
	Classroom 2		10		10		
p.m. session	Classroom 1		10		10		Total Week Aggregate Attendance
	Classroom 2		10		10		
Total Daily Aggregate Attendance		0	40	0	40	0	80

Kindergarten attendance report for schedule # 3 would be as follows:

Indicate K-Schedule Code 3

Indicate both a.m. and p.m. for the days attended

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X		X		X
	pm	X		X		X
Week 2	am		X		X	
	pm		X		X	

Yr-rnd Track Code

K - Schedule Code 3

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	6.0	0	0	120
12	Sep-16	4.0	0	0	80
13	Sep-23	6.0	0	0	120

The combined number of sessions and the aggregate attendance will alternate from week to week.

Note: This schedule must be reported this way to get the proper average daily attendance (A.D.A.) for each week. Dividing the aggregate attendance by the number of sessions (120 divided by 6) gives an average daily attendance of 20 for each week. With a kindergarten program serving 20 students, the average daily attendance would be near 20, but never more than 20, for each week.

Example 3: There are two classes of kindergarten with ten students enrolled in each class. These students are in class all day, every day. It is the same students attending both the a.m. session and the p.m. session. The attendance must be taken for each session. Assuming perfect attendance, aggregate attendance is calculated as follows:

Count attendance for each class in each session

WEEK 1		Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session	Classroom 1	10	10	10	10	10	
	Classroom 2	10	10	10	10	10	
p.m. session	Classroom 1	10	10	10	10	10	Total Week Aggregate Attendance
	Classroom 2	10	10	10	10	10	
Total Daily Aggregate Attendance		40	40	40	40	40	200

WEEK 2		Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session	Classroom 1	10	10	10	10	10	
	Classroom 2	10	10	10	10	10	
p.m. session	Classroom 1	10	10	10	10	10	Total Week Aggregate Attendance
	Classroom 2	10	10	10	10	10	
Total Daily Aggregate Attendance		40	40	40	40	40	200

Kindergarten attendance report for schedule # 6 would be as follows:

Indicate K-Schedule Code 6

Indicate a.m. and p.m. everyday

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am	X	X	X	X	X
	pm	X	X	X	X	X
Week 2	am	X	X	X	X	X
	pm	X	X	X	X	X

Yr-rnd Track Code

K - Schedule Code 6

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	10.0	0	0	200
12	Sep-16	10.0	0	0	200
13	Sep-23	10.0	0	0	200

The combined maximum numbers of sessions cannot exceed ten (10)

c) Emergency Closure and Vacation Days

Due to adverse weather conditions and facility failures and when school is not open due to holidays and vacation. (see page 2) In kindergarten, report only those session(s) that would have had students attending, but due to emergency closure or vacation days the session(s) were missed.

Note: Do **not** report attendance for emergency closure or vacation days. The Attendance and Enrollment system will calculate the attendance on emergency closure days for each building.

Example 1: The kindergarten program runs on a schedule # 5 where they attend classes all day every Tuesday, Thursday and every other Friday. On week 10, the week of September 2nd, Monday was a vacation day for the Labor Day holiday and on Tuesday all classes where held as normal. No sessions of kindergarten where missed. **No** vacation sessions would be reported. The Kindergarten Attendance report would look like this:

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am		X		X	
	pm		X		X	
Week 2	am		X		X	X
	pm		X		X	X

Yr-rnd Track Code

K - Schedule Code 5

Kindergarten Schedule Numbering System	
1) AM only - every day	**4**) M,W, every other F (2 sessions/day)
2) PM only - every day	**5**) T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6**) AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
09	Aug-26	4.0	0	0	80
10	Sep-02	6.0	0	0	120
11	Sep-09	4.0	0	0	80

Enter in all sessions attended

No sessions where missed

Example 2: The kindergarten program runs on a schedule # 5 where they attend classes all day every Tuesday, Thursday and every other Friday. The Friday that the kindergarten would have normally been in session is canceled due to heavy snowfall. Since both the a.m. and the p.m. sessions are canceled, two (2) sessions of kindergarten would be entered in as emergency closure sessions. The Kindergarten Attendance report would look like this:

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am		X		X	
	pm		X		X	
Week 2	am		X		X	X
	pm		X		X	X

Yr-rnd Track Code

K - Schedule Code 5

Kindergarten Schedule Numbering System	
1) AM only - every day	**4**) M,W, every other F (2 sessions/day)
2) PM only - every day	**5**) T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6**) AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
28	Jan-06	4.0	0	0	80
29-Jan	Jan-13	4.0	2	0	80
30-Jan	Jan-20	4.0	0	0	80

Enter the emergency closure sessions as 2

The aggregate attendance would be calculated as follows:

Enter no attendance for Friday. The system will calculate the attendance.

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session		20		20	0	Total Week Aggregate Attendance
p.m. session		20		20	0	
Total Daily Aggregate Attendance	0	40	0	40	0	80

Example 3: The kindergarten program runs on a schedule # 5 where they attend classes all day every Tuesday, Thursday and every other Friday. The Friday that the kindergarten would have normally been in session there is an early release. The a.m. session is held as normal, but there is no p.m. session. The report would look like this:

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am		X		X	X
	pm		X		X	X
Week 2	am		X		X	
	pm		X		X	

Yr-rnd Track Code _____ **K - Schedule Code** 5

Kindergarten Schedule Numbering System	
1) AM only - every day	**4)** M,W, every other F (2 sessions/day)
2) PM only - every day	**5)** T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6)** AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	4.0	0	0	80
12	Sep-16	5.0	0	1	100
13	Sep-23	4.0	0	0	80

Enter all sessions attended

Enter in sessions missed

The aggregate attendance would be calculated as follows:

Calculate no attendance for the p.m. session

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session		20		20	20	Total Week Aggregate Attendance
p.m. session		20		20	0	
Total Daily Aggregate Attendance		40		40	20	100

d) Teacher Staff Development

Some teacher staff development may be reported as actual days in session (see page 2). When reporting teacher staff development as a full day, always report the attendance as an average of that week's attendance and **never as perfect attendance**.

Example: The kindergarten program runs on a schedule # 5 where they attend classes all day every Tuesday, Thursday and every other Friday. The Friday that the kindergarten would have normally been in session there was a Teacher Staff Development day. The aggregate attendance would be calculated as follows:

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session		19		20	0	Total Week Aggregate Attendance
p.m. session		20		19	0	
Total Daily Aggregate Attendance		39		39	0	78
			Divide the Week's total aggregate attendance by the number of sessions			4
			This becomes Friday's attendance for each session missed			19.5

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	
a.m. session		19		20	19.5	Total Week Aggregate Attendance
p.m. session		20		19	19.5	
Total Daily Aggregate Attendance		39		39	39	117

The Attendance report would be filled out as follows:

Place an "X" in the applicable boxes.		Mon	Tues	Wed	Thur	Fri
Week 1	am		X		X	X
	pm		X		X	X
Week 2	am		X		X	
	pm		X		X	

Yr-rnd Track Code _____ **K - Schedule Code** 5

Kindergarten Schedule Numbering System	
1) AM only - every day	**4**) M,W, every other F (2 sessions/day)
2) PM only - every day	**5**) T,Th, every other F (2 sessions/day)
3) Wk 1 - M,W,F and Wk 2 - T, Th (2 sessions/day)	**6**) AM & PM (full day) - every day
	7 & above) all other schedules

<<< A separate form must be completed for each schedule within a building. >>>

KINDERGARTEN					
WEEK #	DATE	NUMBER OF SESSIONS	EMERGENCY CLOSURE SESSIONS	VACATION SESSIONS	AGGREGATE ATTENDANCE
11	Sep-09	4.0	0	0	80
12	Sep-16	6.0	0	0	117
13	Sep-23	4.0	0	0	80

Report the Teacher Staff Development as being in session

Enter the calculated aggregate attendance

Note: Always report attendance for a teacher staff development day as the average attendance of that week, never as perfect attendance. Report aggregate attendance to one decimal place rounding to the nearest .0 or .5. **All attendance numbers are to end in .0 or.5**.

SDE Recommends; that all enrollment and attendance reports **be reviewed** for completeness and accuracy **by the district**, before submitting them to the State Department of Education.

2. Regular Attendance grades 1-12 Report.

IDAHO STATE DEPARTMENT OF EDUCATION — District # _____ Building # _____
ATTENDANCE REPORT — District Name _____
2002 - 2003 1ST REPORTING PERIOD — Building Name _____

Grade Group (check one):
1-3_____ 4-6_____ 7-12_____ **Yr-Rnd Track Code** _____

[The above information **must** be completed.]

WEEK #	DATE	DAYS IN SESSION	EMERGENCY CLOSURE DAYS	VACATION DAYS	AGGREGATE ATTENDANCE
01	Jul-01				
02	Jul-08				
03	Jul-15				
04	Jul-22				
05	Jul-29				
06	Aug-05				
07	Aug-12				
08	Aug-19				
09	Aug-26				
10	Sep-02				
11	Sep-09				
12	Sep-16				
13	Sep-23				
14	Sep-30				
15	Oct-07				
16	Oct-14				
17	Oct-21				
18	Oct-28				

Report days in .5 increments. Report aggregate attendance to the nearest .5.

_____
Principal's Signature

Enter in district name and number, building name and number, check the grade group the report is for and track code, if needed.

Note: Only one grade group per form. If it is a middle school that serves 6th- 8th grade, two forms will need to be fill out, one for the 6th grade and one combinding the 7th and 8th grades.

The year round track code is only used by those schools that have a year round schedule.

The number of Days in Session, Emergency Closures and Vacation Days **must equal 5** each week for regular attendance report for grades 1-12.

Example: Week 10, the week starting on September 2nd, school was closed Monday for the Labor Day holiday, then regular classes where held Tuesday, Wednesday and Thursday, but on Thursday night the plumbing broke and flooded the building, school was canceled for Friday. The attendance report for the week would be as follows:

WEEK #	DATE	DAYS IN SESSION	EMERGENCY CLOSURE DAYS	VACATION DAYS	AGGREGATE ATTENDANCE
09	Aug-26	5	0	0	100
10	Sep-02	3	1	1	55
11	Sep-09	5	0	0	98

The combined days, must equal 5 for regular attendance grades 1-12

a) Aggregate Attendance

Aggregate attendance is the cumulative total of students physically present that week. Report aggregate attendance to one decimal place, rounding to the nearest .5. All attendance numbers must end in .0 or .5.

Example: One student went home sick Friday afternoon, completing only 2/3 of the school day and was there for less than four (4) hours, but more than two and a half (2½) hours. That student's aggregate attendance for that day would be a .5. Calculate the week's aggregate attendance as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	
Total 7th Grade	10	10	11	9	10.5	Total Weekly
Total 8th Grade	9	8	9	8	8	Aggregate Attendance
Total Daily Aggregate Attendance	19	18	20	17	18.5	92.5

b) Emergency Closure and Vacation Days

Due to adverse weather conditions and facility failures and when school is not open due to holidays and vacation. (see page 2)

Example 1: Week 10, the week starting on September 2nd, school was closed Monday for the Labor Day holiday, then regular classes where held Tuesday, Wednesday and Thursday, but on Thursday night the plumbing broke and flooded the building, school was canceled for Friday. Add together the total number of 7th and 8th graders for each day and then add together each day's totals to come up with the week's aggregate attendance.

	Monday	Tuesday	Wednesday	Thursday	Friday	
Total 7th Grade	0	10	11	10	0	Total Weekly
Total 8th Grade	0	7	9	8	0	Aggregate Attendance
Total Daily Aggregate Attendance	0	17	20	18	0	55

This is the number you would enter into the week's Aggregate Attendance.

Note: Do **not** report attendance for emergency closure or vacation days. The Attendance and Enrollment system will calculate the attendance on emergency closure days for each building.

Example 2: The Friday before Christmas break early release is scheduled, the students are under instruction for more than two and a half (2½) hours, but less than four (4) hours that day. It would be a half-day session and it would be calculated as follows:

Divide Friday's aggregate attendance by 2 for the half-day

	Monday	Tuesday	Wednesday	Thursday	Friday	
Total 7th Grade	10	10	11	9	9	Total Weekly
Total 8th Grade	9	8	9	8	8	Aggregate Attendance
					17 Divide by 2	
Total Daily Aggregate Attendance	19	18	20	17	8.5	82.5

The attendance report would look like this:

WEEK #	DATE	DAYS IN SESSION	EMERGENCY CLOSURE DAYS	VACATION DAYS	AGGREGATE ATTENDANCE
24	Dec-09	5	0	0	100
25	Dec-16	4.5	0	0.5	82.5
26	Dec-23	0	0	5	0

c) Parent-Teacher Conferences

Parent-teacher conferences are not included in instruction time or days of attendance. **Parent-teacher conference days are reported as vacation days with no aggregate attendance.**

d) Teacher Staff Development

When reporting teacher staff development as a full day in session, report that day's attendance as an average of that week's attendance and **never as perfect attendance**. Calculate the aggregate attendance as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday	
Total 7th Grade	10	10	11	9	0	Total Weekly Aggregate Attendance
Total 8th Grade	9	8	9	8	0	
Total Daily Aggregate Attendance	19	18	20	17	0	74
			Divide the week's total aggregate by days in session			4
			This becomes Friday's aggregate attendance			18.5
Total Daily Aggregate Attendance	19	18	20	17	18.5	92.5

The Attendance Report for this week would look like this:

WEEK #	DATE	DAYS IN SESSION	EMERGENCY CLOSURE DAYS	VACATION DAYS	AGGREGATE ATTENDANCE
12	Sep-16	5	0	0	100
13	Sep-23	5	0	0	92.5
14	Sep-30	5	0	0	90

3. Regular Alternative Secondary School Report

State funding of alternative secondary school programs conducted during the regular school year will be limited to those that enroll enough properly identified At-Risk secondary students to insure twelve (12) or more full-time equivalent students for the school year (one full-time equivalent is based on twenty-five (25) hours per week). A full-time equivalent At-Risk Youth is a student (or combination of students) in attendance for Nine hundred (900) hours for grades 7-12 (excluding breaks, lunch hours, passing time, etc.) during the school year. To qualify for alternative secondary school program funding, school districts shall make initial application upon forms approved by the State Department of Education and must receive the approval of the State Superintendent of Public Instruction. (I.C. 33-1002: 33-1002C:and 33-1002F)

Students attending Alternative Secondary programs must meet the definition of **At-Risk** in IDAPA 08.02.03.110 to qualify for funding.
An At-Risk youth is any secondary student grade seven through twelve who meets any three of the following criteria, subsection a through e or any one of subsection f through l.

a. Has repeated at least one (1) grade
b. Has absenteeism that is greater than ten percent (10%) during the preceding semester.
c. Has an overall grade point average that is less than 1.5 (4.0 scale) prior to enrolling in an alternative secondary program.
d. Has failed one (1) or more academic subjects.
e. Is two or more semester credits per year behind the rate required to graduate.
f. Has substance abuse behavior.
g. Is pregnant or a parent.
h. Is an emancipated youth.

i. Is a previous dropout.
j. Has serious personal, emotional, or medical problems.
k. Is a court or agency referral.
l. Upon recommendation of the school district as determined by locally developed criteria for disruptive student behavior.

Attendance for alternative secondary school programs is reported using an assigned building number 491-495.

On the Alternative Secondary School Attendance by Course Report (the long form 14" x 8½"), report the total **hours** of student attendance **per week for each teacher**.

Example: The alternative secondary school serves 20 students on a 4 day a week schedule. The students spend two hours a day in English and one hour a day in History, Math, and Science. Assuming perfect attendance the Alternative Secondary School Attendance by Course Report would be filled out as follows:

	TEACHER'S NAME	COURSE TITLE	COURSE HOURS*	WEEK 11 9-Sep	WEEK 12 16-Sep	WEEK 13 23-Sep
1	Jane Doe	English	160	120	160	160
2	Jane Doe	History	80	60	80	80
3	John Smith	Math	80	60	80	80
4	John Smith	Science	80	60	80	80
5						
	TOTAL HOURS OF ATTENDANCE			300	400	400

20 students spent 2 hours a day for 4 days a week. (20x2x4=160)

List teachers for each course they taught.

List each course title taught by each teacher.

The total hours the course is offered for the reporting period.

The total number of student hours under instruction for that week.

The Alternative Secondary School Attendance report (the short form 8½" x 11") would be filled out as follows:

ALTERNATIVE SECONDARY SCHOOL				
WEEK #	DATE	DAYS IN SESSION	VACATION DAYS	AGGREGATE HOURS OF ATTENDANCE *
11	Sep-09	3.0	1.0	300
12	Sep-16	4.0		400
13	Sep-23	4.0		400

*** Aggregate hours of attendance are from the Attendance by Course report.**

Note: Do not report Emergency Closure days or Teacher Staff Development for Alternative Secondary School. **Do not** count attendance for vacation days.

If the program normally operates only four days per week, treat each week as if the total number of days includes only four days.

a) Alternative Secondary Night Schools

Alternative Secondary Night Schools will only report attendance for those students who meet the definition of **At-Risk** in IDAPA 08.02.03.110. Simple credit recovery does not meet the definition of At-Risk.

Alternative Secondary Night Schools will **not** report attendance for any students who attend a regular or traditional high school for four (4) or more instructional hours during the day, these student are already generating a Full Time Equivalency (FTE).

Districts may and can charging a fee or tuition for this service for those students who do not meet the definition of At-Risk. This is an additional service and not an extension of a state funded education.

4. Summer Alternative Secondary Attendance Report

State funding for alternative secondary school summer programs shall be limited to those that provide a minimum of two hundred twenty-five (225) hours of instructional time, (excluding breaks, lunch hours, passing time, etc.). A full-time equivalent summer session At-Risk Youth is a student (or combination of students) in attendance for two hundred twenty-five (225) hours during the summer session. To qualify for alternative secondary school summer program funding, school districts shall, **prior to April 1st**, make initial application upon forms approved by the State Department of Education and must receive the approval of the State Superintendent of Public Instruction. (I.C. 33-1002 (C))

Attendance for alternative secondary school summer programs is reported using building number 496-499 and is not reported on the regular school year building number. Use the summer school program building number when reporting alternative secondary school summer attendance.

Summer Alternative Secondary reports are due one week after the last day of the summer program.

Summer Alternative Secondary Attendance reports are filling out the same as the regular school year Alternative Secondary School Attendance.

Do not count emergency closure days or teacher staff development days as instructional days for the summer alternative secondary school program.

5. Juvenile Detention Center Attendance Report

To qualify for state funding of instructional programs at Juvenile Detention Centers, school districts must apply for such funding on forms provided by the State Department of Education. Applications are subject to the review and approval of the State Superintendent of Public Instruction. Juvenile Detention Centers shall submit reports to the local school district, as may be required. (I.C. 33-2009)

Attendance for juvenile detention centers is reported using the assigned building number of 915. Each period, the detention center's supervising teacher submits to the school district on the Juvenile Detention Center Daily Attendance Report (the long form 14" x 8½") the name, age, sex, and grade level of each student and the days of instruction provided. A day of instruction consists of a minimum of four (4) instructional hours, which does not include lunch periods, breaks, passing time, recess, etc.

On the Juvenile Detention Center Daily Attendance Report include **only** those days in which the student is **actually participating** in an instructional program. Days in which the student is just being housed in a juvenile detention center **do not** count as days of instruction.

On the Detention Center Attendance Report (the short form 11" x 8 ½"), the total weekly attendance days from the Juvenile Detention Center Daily Attendance Report are summarized including the number of vacation days and the number of days in session in each week. The total number of days in session and vacation days in the week must equal 5.

Note: Do not count emergency closure days as part of regular instructional days for juvenile detention centers.

Note: Summer Juvenile Detention Center are reported exactly the same as the regular Juvenile Detention Center program.

Example: The week of September 2nd, Monday is the Labor Day Holiday. No instruction was held on that day, but the rest of that week classes where held as normal. The following is how the Juvenile Detention Center Daily Attendance Report (long form) and the Juvenile Detention Center Attendance report (short form) would be filled out:

JUVENILE DETENTION CENTER DAILY ATTENDANCE REPORT: 1ST REPORTING PERIOD 2002-2003

DISTRICT # _____ DISTRICT NAME _____

BUILDING # 915 BUILDING NAME _____

	STUDENT'S NAME: Last, First, Middle Initial	AGE	SEX	GRADE LEVEL	WEEK 10					WEEK 11					WEEK 12					Total Days of Instruction
					SEPTEMBER															
					2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	
1	Smith, John D	15	M	8		X	X	X	X	X	X	X								7
2	Doe, John	16	M	10		X	X	X	X	X										5
3	Smith, Jane	13	F	7				X	X	X	X	X	X							6
4	Doe, Jane	14	F	8									X	X	X					3
5	Doe, Frank	17	M	11										X	X	X	X	X	X	6
6	Smith, John S	18	M	12														X	X	2
7																				
8																				
	TOTAL DAILY ATTENDANCE					2	2	2	3	3	2	2	2	3	2	1	1	2	2	29
	TOTAL WEEKLY ATTENDANCE					9					12					8				
	TOTAL ATTENDANCE: 1ST REPORTING PERIOD																			29

Instructions:
Indicate a day of instruction by placing an X in the appropriate box.

IDAHO STATE DEPARTMENT OF EDUCATION
JUVENILE DETENTION CENTER ATTENDANCE REPORT
2002 - 2003

DISTRICT # _____ DISTRICT NAME _____

BUILDING # 915 BUILDING NAME _____

JUVENILE DETENTION CENTER				
WEEK #	DATE	DAYS IN SESSION	VACATION DAYS	AGGREGATE ATTENDANCE *
10	Sep-02	4	1	9
11	Sep-09	5		12
12	Sep-16	5		8

This is the Aggregate Attendance on the short form for this week.

*** Aggregate attendance are totals from the individual student Daily Attendance Report.**

6. Reporting Early Graduates

State Board Rules IDAPA 08.02.01 (350) states: Any high school student who completes the number of credits and exiting standards required by both the state and the school district prior to completing eight (8) semesters of high school work may petition the local superintendent and board of trustees to graduate early. When calculating the aggregate average daily attendance for the educational support program, students graduating from high school prior to the end of the school year will have their first semester average daily attendance A.D.A. used to calculate their attendance during the second semester of the school year.

On the building's state enrollment and withdrawal report, leave the student(s) in the enrollment and **do not show the Student(s) as dropouts**. Districts should calculate the student's first

semester average daily attendance (A.D.A.) for the time the student was in attendance. To find out the student's A.D.A. for the first semester, divide the number of days they were in attendance by the actual number of days school was in session.

Example: Jane attended 70 days out of 75 days in session for the first semester. Jane's A.D.A. rate was 70 divided by 75, which equals 93%. For the remaining weeks of school, multiply 93% by the amount of actual days of session to determine the aggregate attendance.
Calculated aggregate attendance, 5 days x 93% = 4.65
Round to the nearest .0 or .5, would be 4.5.
Add 4.5 to the buildings weekly aggregate attendance report.

WEEK #	DATE	DAYS IN SESSION	EMERGENCY CLOSURE DAYS	VACATION DAYS	AGGREGATE ATTENDANCE
12	Sep-16	4	0	1	4
13	Sep-23	5	0	0	4.5
14	Sep-30	3	0	2	3

Add this amount to the building's weekly aggregate attendance, for Jane.

Note: Always round to the nearest **.5** and **do not** use perfect attendance.

Fifth year seniors who graduate early in the school year **are not** considered true early graduates. **Do not** include their A.D.A. through the rest of the school year and **do not** show them as a dropout.

7. Attendance for Graduates Released Early

The instructional time requirement for 12th grade students may be reduced by action of a local school board for an amount of time not to exceed eleven (11) hours of instruction time. (I.C. 33-512)

Districts should include in their attendance aggregate those seniors who are released early. Report attendance as the average attendance of that week and never as perfect attendance.

Example: Graduation is held Wednesday night and the graduating seniors are not required to finish the week. The seniors attended three days that week. The following is how to calculate the aggregate attendance for that week:

WEEK 48	Monday	Tuesday	Wednesday	Thursday	Friday	Total Week Aggregate Attendance
12th grade	11	12	14	0	0	
Total Daily Aggregate Attendance	11	12	14	0	0	37
			Divide the Week's total aggregate attendance by the number of days in sessions			3
			This becomesThursday's and Friday's attendance			12.3
WEEK 48	Monday	Tuesday	Wednesday	Thursday	Friday	Total Week Aggregate Attendance
12th grade	11	12	14	12.3	12.3	
Total Daily Aggregate Attendance	11	12	14	12.3	12.3	61.6
			Always round to the nearest .0 or .5			61.5

This would be the aggregate attendance for the week

The Attendance Report for this week would be filled out like this:

WEEK #	DATE	DAYS IN SESSION	EMERGENCY CLOSURE DAYS	VACATION DAYS	AGGREGATE ATTENDANCE
47	May-19	5	0	0	62.0
48	May-26	5	0	0	61.5
49	Jun-02	0	0	0	0

8. Attendance for Border District Contract Students (I.C. 33-1403)

a) Students Between Idaho School Districts

Border district contract students between Idaho school districts. The receiving district may count the average daily attendance of those transfer students in the building they are attending. The sending district will **not** count the transferred students average daily attendance. (see page 2)

b) Idaho Students Out of State

Border district contract of Idaho students to a neighboring state, the sending district must submit attendance and enrollment reports using the 990's building number assigned for the border contract, in order to have those students included in the calculation of the state funding formula. (see page 3)

It is the **district's responsibility** to collect, fill out and submit the attendance and enrollment forms.

c) Out-of-State Students to an Idaho School District

Border district contract of a neighboring state's student to an Idaho school district. The receiving Idaho school district will **not** include those students in their attendance and enrollment reports. The transfer students average daily attendance shall **not** be include in the calculation of the state funding formula. (see page 3)

III. Enrollment and Withdrawal Report

Reporting Period	Begins	Ends
1	7/1/2002	11/1/2002
2	11/4/2002	3/7/2003
3	3/10/2003	6/27/2003

IDAHO STATE DEPARTMENT OF EDUCATION
ENROLLMENT AND WITHDRAWAL REPORT
2002-2003

District # : _____ **District Name:** _____

Building # : _____ **Building Name:** _____

Yr-Rnd Sch Track Code: _____ **Report Period:** _____

<<< A separate form must be completed for each Year-round Track >>>

GRADE	A FIRST DAY OF SCHOOL ENROLLMENT (Complete for Period 1 Only)	B NEW ENROLLMENT & RE-ENROLLMENT (For Current Period)	C WITHDRAWALS (For Current Period)	D DROPOUTS * (For Current Period)	(A+B)-(C+D) Net Enrollment (Period 1 Only)
Preschool				Do not write in this space.	
Kindergarten					
First					
Second					
Third					
Fourth					
Fifth					
Sixth					
Seventh					
Eighth					
Ninth					
Tenth					
Eleventh					
Twelfth					
TOTAL (all grades)					

- **Preschool - 6th**: Include dropouts for these grades in Withdrawal column totals.
- **7th - 12th**: Total Dropouts must match the total number of student names entered as dropouts on the Dropout/ReEnrollment Report for the corresponding reporting period.
- **Net Enrollment**: Equals (A+B)-(C+D) Period 1 only. Must equal Ethnicity and Gender Report.

_____
Principal's Signature

The records of a school district should substantiate the membership of students who have enrolled and withdrawn from schools within the district. Accurate enrollment data is critical.

Enrollment reporting includes information relating to student enrollment, withdrawal, and dropouts. The following are explanations of the various categories of information requested on the enrollment form. Alternative secondary school and juvenile detention center enrollment is also reported according to the following guidelines:

1. Each building will submit separate enrollment and withdrawal information. Do not combine buildings on one form. Report only the grades instructed in the building.
2. Every student should be classified by grade level. In the case of students in an ungraded program, assign each student to the grade closest to his/her age group.
3. Report preschool information in the building in which the classroom operates, unless a special exception has been communicated to the State Department of Education, Public School Finance. Report only those preschool students that would be included in the December 1 child count.
4. Enter in District name and number, building name and number, (building name and number must correspond with the name and number used on the attendance form. The same name and number must be used throughout the year) the year round track code if needed, and the reporting period.

For the first reporting period **only.** Enter in the first day of school enrollment, by grade, in the first column. In the second column, enter in all students who have enrolled after the first day of school. In the third column, enter all students who have withdrawn from school since the first day of school. In the end column, enter the net enrollment for the period.

Example: The district had 10 first graders, 9 second graders and 12 third graders enrolled on the first day of school. Two weeks after the start of class 2 second graders and 1 third grader transferred in to the elementary school. A week later 3 third graders and 1 first grader transferred out of the school. Assuming this was all the activity for the elementary school for the first reporting period, the enrollment form would be filled out as follows:

<<< A separate form must be completed for each Year-round Track >>>

GRADE	A ENROLLMENT (Complete for Period 1 Only)	B NEW ENROLLMENT & RE-ENROLLMENT (For Current Period)	C WITHDRAWALS (For Current Period)	D DROPOUTS * (For Current Period)	(A+B)-(C+D) Net Enrollment (Period 1 Only)
Preschool				Do not write in this space.	
Kindergarten					
First	10		1		9
Second	9	2			11
Third	12	1	3		10
Fourth					
Fifth					
Sixth					
TOTAL (all grades)	31	3	4		

All columns must total the detail

Example: Using the same elementary school. In the second reporting period, the school had 1 first grader transferred in and 1 second grader transferred out. The second reporting period enrollment form would be filled out as follows:

<<< A separate form must be completed for each Year-round Track >>>

GRADE	A ENROLLMENT (Complete for Period 1 Only)	B NEW ENROLLMENT & RE-ENROLLMENT (For Current Period)	C WITHDRAWALS (For Current Period)	D DROPOUTS * (For Current Period)	(A+B)-(C+D) Net Enrollment (Period 1 Only)
Preschool				Do not write in this space.	
Kindergarten					
First		1			
Second			1		
Third					
Fourth					
Fifth					
Sixth					
TOTAL (all grades)		1	1		

Only the activity that occurred in the second reporting period is reported.

All enrollment and attendance reports **must be reviewed** for completeness and accuracy **by the district**, before submitting them to the State Department of Education.

Ethnicity and Gender enrollment information

The collection of ethnicity and gender, by grade, by building, will **only be done** on the first reporting period. The ethnicity and gender counts will **equal** the enrollment of the first Friday in November, which is the **"net" enrollment**.

To calculate net enrollment add first day of school enrollment to new enrollment for the current period then subtract the sum of withdrawals and dropouts for the current period. (Net enrollment = (first day + new enrollment) – (withdrawals))

Ethnicity will be reported, by male and female in the following five categories.

W ---------- White
B ---------- Black
H ---------- Hispanic
N ---------- American Indian or Alaska Native
Pac ---------- Pacific Islander or Hawaiian Native
As ---------- Asian

<<< A separate form must be completed for each Year-round Track >>>

GRADE	A FIRST DAY OF SCHOOL ENROLLMENT (Complete for Period 1 Only)	B NEW ENROLLMENT & RE-ENROLLMENT (For Current Period)	C WITHDRAWALS (For Current Period)	D DROPOUTS * (For Current Period)	(A+B)-(C+D) Net Enrollment (Period 1 Only)
Preschool					
Kindergarten					
First	40	5	1		44
Second	36	0	1	Do not write in this space	35
Third	39	2	1		40
Fourth	45	2	3		44
Fifth					
Sixth					
Seventh					
Eighth					

Net enrollment on Enrollment and Withdrawal report **must be the same** as on the Ethnicity and Gender Report

Building # : 101 **Building Name:** Elementary

Yr-Rnd Sch Track Code: **Report Period:**

<<< A separate form must be completed for each Year-round Track >>>

Grade	Net Enrollment	MALE STUDENTS						FEMALE STUDENTS					
		White	Black	Hispanic	Native Amer.	Hawaiian/ Pacific Islander	Asian	White	Black	Hispanic	Native Amer.	Hawaiian/ Pacific Islander	Asian
Preschool													
Kindergarten													
First	44	20		2			1	19		1		1	
Second	35	16		1				18					
Third	40	19						21					
Fourth	44	22		1				19		2			
Fifth													
Sixth													
Seventh													
Eighth													
Ninth													
Tenth													
Eleventh													
Twelfth													

The detail must equal net enrollment

Detail of Ethnicity and Gender Report must equal net enrollment. The net enrollment must equal the net enrollment on the Enrollment and Withdrawal Report.

IV. Dropouts Reporting

Dropout definition

Currently a dropout is an individual who was enrolled in school at some time during the previous school year and was not enrolled as of November 1 of the current school year, and who does not meet any of the following conditions:

- Graduation from high school or completion of a state or district approved educational program, or
- Transfer to another public school district, private school, or state or district approved educational program, or
- Temporary school-recognized absence due to suspension or illness, or
- Death.

GED recipients: A student who has received his or her GED from a district run or tracked program by October 1 of the current year is not a dropout.

Transfers to another country: Transfers to another country are not considered dropouts at the local school level.

1. Requesting Transcripts (I.C. 18-4511, I.C. 33-209)

It is very important to request educational records upon receiving a new student transferring in from an approved educational program. Within fourteen (14) days after enrolling a transfer student, the public or private school shall request directly from the student's previous school a certified copy of the student's records (I.C. 18-4511). Idaho Code 33-209 requires the sending school to send records within ten (10) days of request.

2. Dropouts Over the Summer

Students who are not dropouts at the close of the previous school year but who fail to enroll by the next November 1 are dropouts at the grade level they failed to report to, not the grade level they completed.

3. Consortium Alternative Schools

In a consortium alternative school that serves more than one district, the dropout is counted by the district and school that is holding the student's transcripts or permanent records.

4. Home-Instructed Students

Home-instructed students are not considered dropouts. This is consistent with national reporting standards and Idaho Code 33-202.

5. Juvenile Detention Center

No dropouts will be reported in Juvenile Detention Centers.

If a student's status is a dropout prior to being court ordered to a Juvenile Detention Center, that student remains a dropout in the building that the student originally dropped out of. Example: Jack dropped out of the High School in October and in November he is court ordered to the Juvenile Detention Center. After his release he does not return to any school. Jack remains a dropout of the High School.

If a student's status was not a dropout prior to being court ordered to a Juvenile Detention Center and that student failed to return to school after being release, that student is a dropout in the building they failed to return to. Example: Mary is a student at the Alternative High School and is court ordered to the Juvenile Detention Center in October and in November she is released from the Juvenile Detention Center and failed to return to the Alternative High School. She is a dropout in November when she failed to return to the Alternative High School.

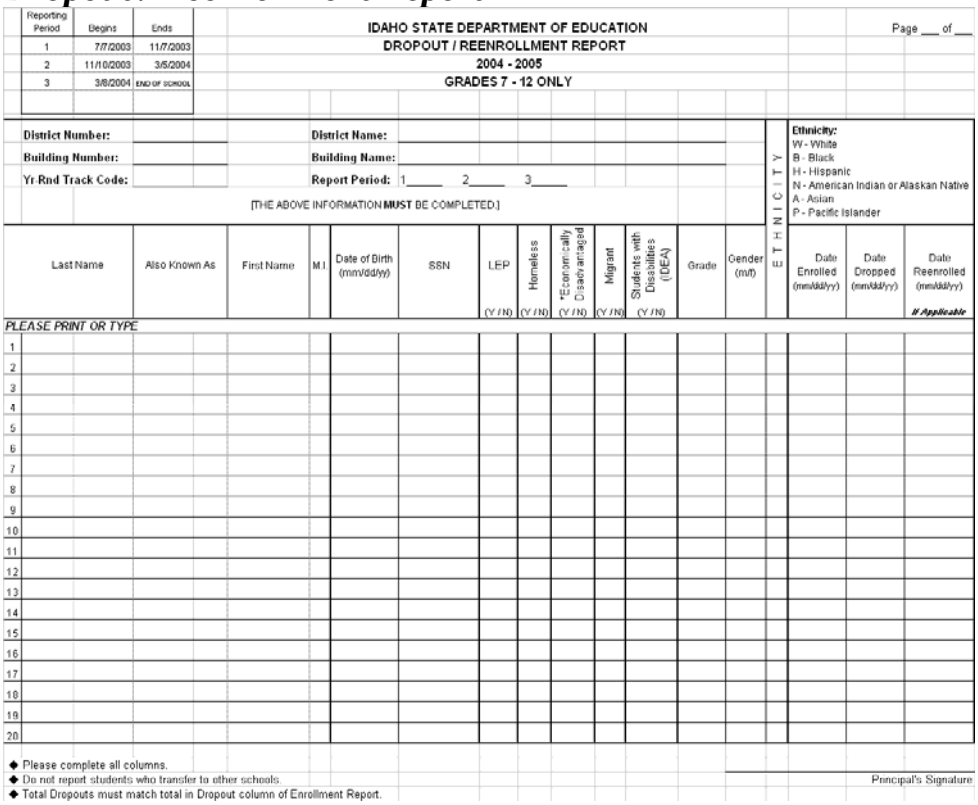
6. Dropout Reports

All buildings containing one or more of grades 7th through 12th must submit a dropout report.

7. Reporting Date

The twelve-month dropout reporting period will be from the Monday following the first Friday in November to the first Friday in November of the following year. Summer and first reporting period dropouts will be reported with the first reporting period attendance and enrollment reports and are due one week after the first Friday in November. For dropouts in the second and third reporting periods, they will be reported with the second and third reporting period attendance and enrollment reports.

Dropout / Reenrollment Report



Reporting Period	Begins	Ends
1	7/7/2003	11/7/2003
2	11/10/2003	3/5/2004
3	3/8/2004	END OF SCHOOL

IDAHO STATE DEPARTMENT OF EDUCATION
DROPOUT / REENROLLMENT REPORT
2004 - 2005
GRADES 7 - 12 ONLY

Page ___ of ___

District Number: ____ District Name: ____
Building Number: ____ Building Name: ____
Yr Rnd Track Code: ____ Report Period: 1____ 2____ 3____
[THE ABOVE INFORMATION MUST BE COMPLETED.]

Ethnicity:
W - White
B - Black
H - Hispanic
N - American Indian or Alaskan Native
A - Asian
P - Pacific Islander

	Last Name	Also Known As	First Name	M.I.	Date of Birth (mm/dd/yy)	SSN	LEP (Y / N)	Homeless (Y / N)	*Economically Disadvantaged (Y / N)	Migrant (Y / N)	Students with Disabilities (IDEA) (Y / N)	Grade	Gender (m/f)	ETHNICITY	Date Enrolled (mm/dd/yy)	Date Dropped (mm/dd/yy)	Date Reenrolled (mm/dd/yy) If Applicable
	PLEASE PRINT OR TYPE																
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	

◆ Please complete all columns.
◆ Do not report students who transfer to other schools.
◆ Total Dropouts must match total in Dropout column of Enrollment Report.

Principal's Signature

Fill in district number and name, building number and name, mark the reporting period and a track code, if a year round school.

List each student for that reporting period by entering in the students full name and any nick names, their date of birth, student id number, whether or not they where a member of one or more of the subgroups, their grade level, their gender and ethnicity, and the dates of enrollment, dropout and if they reenrolled.
Note: Do not report social security numbers!

The reporting will be disaggregated by the following subgroups:

1) Economically Disadvantaged – identified through the free and reduced lunch program.
2) Students with Disabilities,– individuals who are eligible to receive special education services through the Individuals with Disabilities Education Act (IDEA).
3) Limited English Proficient,– individuals whose native language is a language other than English.
4) Migrant students
5) Homeless students

Example 1: Tom Doe finished the ninth grade in June, but failed to enroll in the tenth grade in September. There has been no request for transcripts, has not entered a private school and is not being home instructed. The Dropout / Reenrollment Report would be filled out as follows:

Are reported with the grade level they failed to report to.

Last Name	Also Known As	First Name	M.I.	Date of Birth (mm/dd/yy)	SSN	LEP (Y / N)	Homeless (Y / N)	*Economicall Disadvantage (Y / N)	Migrant (Y / N)	Students witl Disabilities (IDEA) (Y / N)	Grade	Gender (m/f)	ETHNICIT	Date Enrolled (mm/dd/yy)	Date Dropped (mm/dd/yy)
EASE PRINT OR TYPE															
Doe		Jack	A	6/1/1987	5211-111	N	N	Y	N	N	10	M	W	9/2/2004	9/2/2004

Give complete name.

Must fill in the required fields.

Enrolled and Dropped date would be the same

Example 2: Jane Smith has left school to be taught at home. She would **not** be listed on the Dropout / Reenrollment Report, because Idaho Code does not consider Home-Instructed Students as dropouts.

Example 3: Jane Doe failed to show up for the first day of school, but enrolled two weeks later. She would **not** be listed as a dropout, because at the time of the first reporting period report she is enrolled in school.

Example 4: John Smith dropped out on September 9th, but reenrolled October 1st. He would **not** be listed as a dropout, because at the time of reporting he is enrolled in school.

Example 5: Jack Doe dropped out of school on September 29th, but reenrolled on December 10th. He would be reported on the Dropout / Reenrollment Report, because at the time of reporting he was out of school. Report first reporting period as follows:

FIRST REPORTING PERIOD

	Last Name	Also Known As	First Name	M.I.	Date of Birth (mm/dd/yy)	SSN	LEP (Y / N)	Homeless (Y / N)	*Economically Disadvantaged (Y / N)	Migrant (Y / N)	Students with Disabilities (IDEA) (Y / N)	Grade	Gender (m/f)	ETHNICITY	Date Enrolled (mm/dd/yy)	Date Dropped (mm/dd/yy)	Date Reenrolled (mm/dd/yy) *If Applicable*
PLEASE PRINT OR TYPE																	
1	Smith	Tom	Thomas	R	6/1/1987	5211-111	N	N	Y	N	N	10	M	W	9/1/2004	9/2/2004	

Student ID number is acceptable as long as it is numeric and nine digits or less.

Enrolled Date

Dropped Date

Report second reporting period as follows:

SECOND REPORTING PERIOD

	Last Name	Also Known As	First Name	M.I.	Date of Birth (mm/dd/yy)	SSN	LEP (Y / N)	Homeless (Y / N)	*Economically Disadvantaged (Y / N)	Migrant (Y / N)	Students with Disabilities (IDEA) (Y / N)	Grade	Gender (m/f)	ETHNICITY	Date Enrolled (mm/dd/yy)	Date Dropped (mm/dd/yy)	Date Reenrolled (mm/dd/yy) *If Applicable*
PLEASE PRINT OR TYPE																	
1	Smith	Tom	Thomas	R	6/1/1987	5211-111	N	N	Y	N	N	10	M	W	9/2/2004	9/2/2004	12/10/2004

Be consistent, so that we know we are reenrolling the right student

Enter the reenrollment date. It must be after the dropped date

Example 6: John Doe on September 12th drops out of the high school, but enrolls into the alternative high school on September 28th and then drops out of the alternative high school on October 8th. He is a dropout at the time of reporting. He only needs to be listed on one building report for dropouts. He should be counted in the building of last attendance. The only exception would be a student in a Consortium Alternative School serving more than one district and then we suggest that he would be counted in the home school.

Example 7: John Smith left school on September 29th and his educational status is unknown at the time of the first reporting period, but on November 10th a request for transcripts arrive. In the first reporting period John would be listed as a dropout. In the second reporting period he would be listed with a reenrolled date of November 10th, for he is no longer a dropout and he will be removed from the first school district's dropout report.

Note: Only report students who are not enrolled at the time of reporting and fit the definition as a dropout.

Note: Reenrollment date is only entered to report a student who was reported in an early reporting period as a dropout, but has since returned to school. Do not report a student who's enrollment status at the end of the reporting period is the same as it was at the start of the reporting period.

Note: Only report the activity that occurred in the reporting period being reported.
Note: Dropouts must be reported in First Day or New Enrollment of the enrollment report.

Summary of School Dropout Status

A Student Who:	**Is A Dropout?**
Graduated	No
Completed education program formally recognized by school authorities for students not addressing graduation or school completion requirements (i.e., certificates of completion)	No
Was in membership only during summer following the school year (not in membership by definition)	No
Left school after age 21, because district no longer is required to provide free public education	Yes
Died	No
Has not graduated, completed an approved program, or died, and educational status is unknown	Yes
Moved out of district or out of state and is not known to be in school	Yes
Moved out of the country	No
Transferred to, and is in membership in:	
a) Another public school in district, or public school system, in or out-of-state	No
b) Private elementary, secondary school, or home instructed, in or out-of-state	No
c) Early college (baccalaureate credit) admissions before receiving a high school diploma	No
d) Adult education program in a post secondary school and has not obtained a completion credential by October 1	Yes
Is in an institution that is not primarily educational (Army, corrections, vocational program) and not considered a special school district.	Yes
Is in district and not in school due to:	
a) Temporary absence because of illness:	
i) Verified as legitimate	No
ii) Not verified as legitimate	Yes
b) Long-term absence because of illness and not receiving educational services (e.g. residential drug treatment center, severe physical or emotional illness)	No
c) Absence because of disciplinary action:	
i) Suspended under conditions of Idaho Code 33-205	No
ii) Expelled under conditions of Idaho Code 33-205	Yes

V. Emergency Closures

CERTIFICATE OF CLOSURE
Emergency Closures Reporting
2008 - 2009

Reporting Period _____
(1st period, 2nd period or 3rd period)

District # _____ District Name _____

In compliance with I.C. 33-1003A, certify the cause and duration of each incident of emergency school closure.

- For each emergency closure, show the number of instructional hours missed for each grade grouping.
- If the missed instructional hours in each grade grouping for all buildings in the district where the same, then fill one line listing "All".
- If the emergency closure was for 2 or more consecutive full days, show on one line the date(s) of the closure.
- Report instructional hours to 2 decimal place.

- Attach a copy of the school board minutes showing approval for each emergency closure stating the cause and duration.

Building Number or if District Wide **All**	Cause for the Emergency Closure	Date(s)	Amount of Kindergarten Instructional Hours Missed*	Amount of Grades 1-3 Instructional Hours Missed*	Amount of Grades 4-6 Instructional Hours Missed*	Amount of Grades 7-12 Instructional Hours Missed*

Please submit with the Attendance and Enrollment Reports.

_____
Superintendent's Signature

*Be sure to reduce your instructional hours on your school calendars to reflect the closure.

The board of trustees shall certify to the state department of education the cause and duration of such closures. Must be submitted on paper with a copy of the school board minutes, showing each resolution, stating the cause of each emergency closure.

When school is closed, or if a school remains open but attendance is significantly reduced because of storm, flood, failure of heating plant, loss or damage to the school building, quarantine or order of any city, county or state health agency, or for reason believed by the board of trustees to be in the interest of the health, safety or welfare of the pupils, the board of trustees having certified to the state department of education the cause and duration of such closure or impacted attendance, the ADA for such day or days of closure or impacted attendance shall be considered as being the same as for the days when the school actually was in session or when attendance was not impacted (I.C. 33-1003(a)).

Even if the school is closed, or remains open, the board of trustees may submit in writing, a request to the state department of education, public school finance to adjust the day(s) of the significantly impacted attendance. It must state cause and duration in the request.

What is not considered an Emergency Closure

The State Board of Education does not recognize a teacher strike or the withholding of service as sufficient cause to declare an emergency closure (IDAPA 08.02.01, 200). Funeral service, state athletic tournaments and construction delays are not sufficient cause to declare an emergency closure.

VI. Graduation Reporting

IDAHO STATE DEPARTMENT OF EDUCATION

GRADUATE REPORT

2004-2005

District #

School District Name:

The purpose of this report is to collect High School Graduate statistics for State and Federal reports.

		Aggregate totals			Totals by gender			Regular Diploma							Certificate of Completion						
BLDG #	SCHOOL NAME	*Economically Disadvantaged	Migrant	Homeless	LEP	Students with Disabilities (IDEA)	GENDER	White	Black	Hispanic	Am Ind/ Ak Native	Hawaiian/ Pacific Is	Asian	Regular Diploma TOTAL	White	Black	Hispanic	Am Ind/ Ak Native	Hawaiian/ Pacific Is	Asian	Certific Of Complt TOTAL
							Male														
							Female														
							Male														
							Female														
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							Female														
							Male														
							Female														
							Male														
							Female														
							Total														

NOTE:

EARLY GRADUATES - Early graduates have not been collected for the 2004-2005 school year; please include any early graduate on this form.

Please add any buildings not listed that had graduates.

DO NOT include GED's.

*** Economically disadvantaged - identified through the free and reduced lunch program.**

Superintendent Signature

Regular Diploma

Include all those students who received a regular high school diploma in the current school year. Do not forget to include early graduates. Do not include GED Certificates.

To be reported by building, by gender, by race/ethnicity based on six categories as outlined by State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03):

1) Black/African American,
2) Asian,
3) American Indian/Alaska Native,
4) Hawaiian/Pacific Islander,
5) Hispanic/Latino Ethnicity,
6) White.

The Graduation rate for AYP based on State Board of Education Rules Governing Thoroughness (IDAPA 08.02.03) will be disaggregated, by building, by the following subgroups:

1) Economically Disadvantaged – identified through the free and reduced lunch program.
2) Students with Disabilities – individuals who are eligible to receive special education services through the Individuals with Disabilities Education Act (IDEA).
3) Limited English Proficient – individuals whose native language is a language other than English.

The federal reporting will be disaggregated by the following subgroups:

6) Economically Disadvantaged – identified through the free and reduced lunch program.
7) Students with Disabilities, **by gender** – individuals who are eligible to receive special education services through the Individuals with Disabilities Education Act (IDEA).
8) Limited English Proficient, **by gender** – individuals whose native language is a language other than English.
9) Migrant students
10) Homeless students

Note: Gender/ethnicity should equal the total number of graduates. The other subgroups will not equal the total number of graduates and no subgroup can be more then the total number of graduates.

Note: Only the Students with Disabilities and Limited English Proficient subgroups will be disaggregated by gender.

Certificate of Completion

Report those students who do not receive a regular diploma, but receive a certificate of completion. Typically are the foreign exchange students. Do not include GED certificates.

Early Graduates

Early graduates are any students who complete and graduate prior to the end of the school year. Typically, they are students who finish the needed course work at the semester break. These students are part of the current school year's graduating class.

Example: A student completes all needed graduation requirements in January and no longer needs to attend school.

Note: In early graduate reporting all graduating students are reported, even if they are fifth or sixth year seniors. **Do not** confuse this with attendance report of only true fourth year seniors graduating early.

Summer Graduates

Report those students who complete and graduate during the summer following the end of the regular school year.

Example: Students receiving their diplomas in July 2004 are part of the 2003-2004 school year.

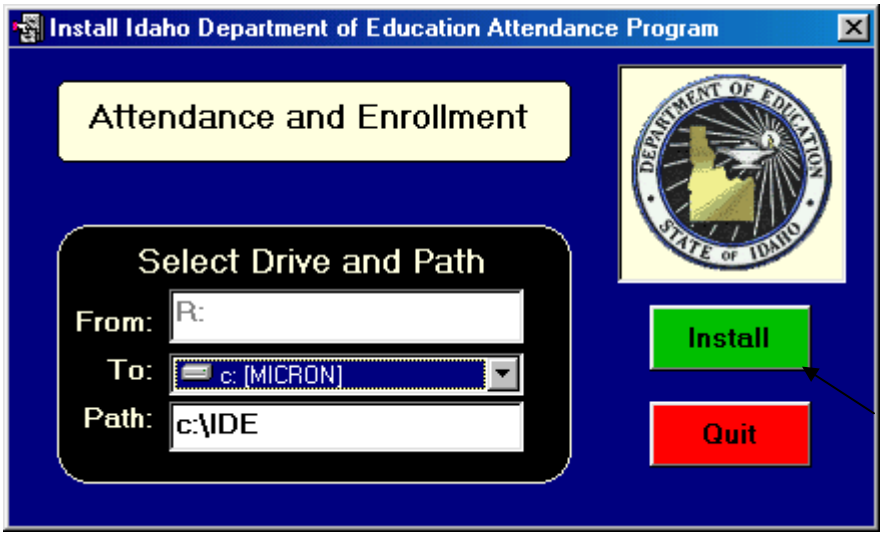
Summer graduates are reported at the end of August.

Note: The same ethnicities and subgroups that are used for regular graduates are also used for summer graduates.

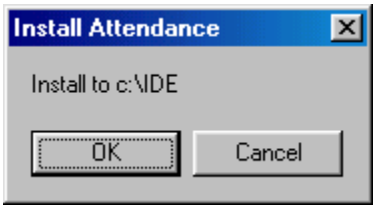
VI. Attendance and Enrollment Application Software

Application Installation

Load CD into the CD disk drive.
The following dialog box will appear:



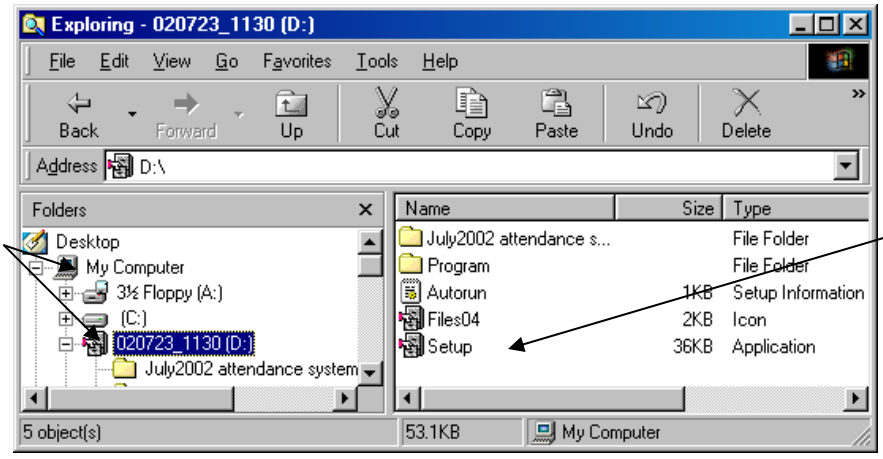
Click Install to start the install process.



Install application to default drive or browse your system network drive to install program where appropriate.

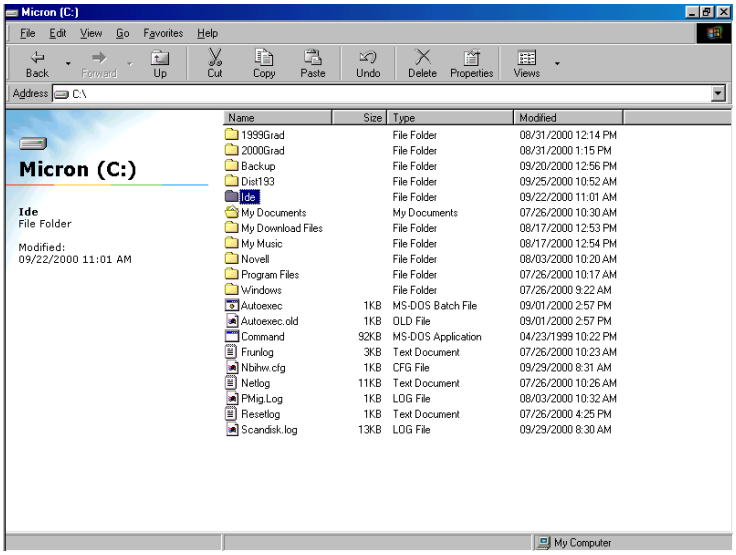
If auto run is disabled on your computer, click on the icon “My Computer”, go to your CD-Rom drive and click on “Setup”. This will start the install process.

Click on My Computer and then the CD-rom drive.

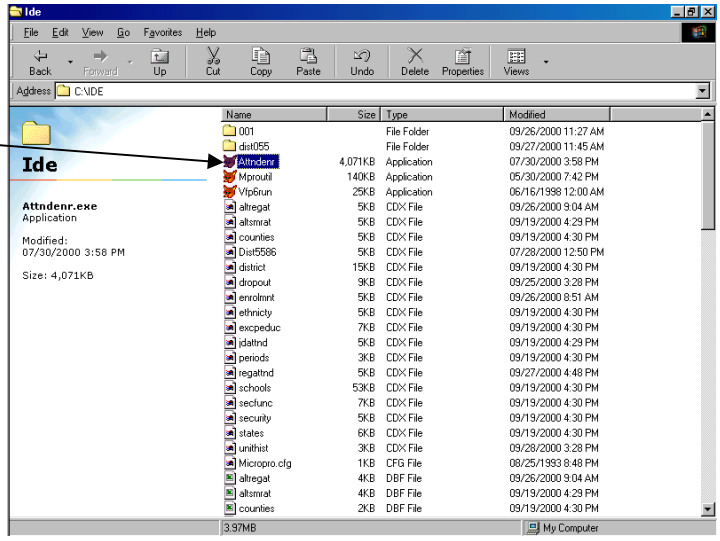


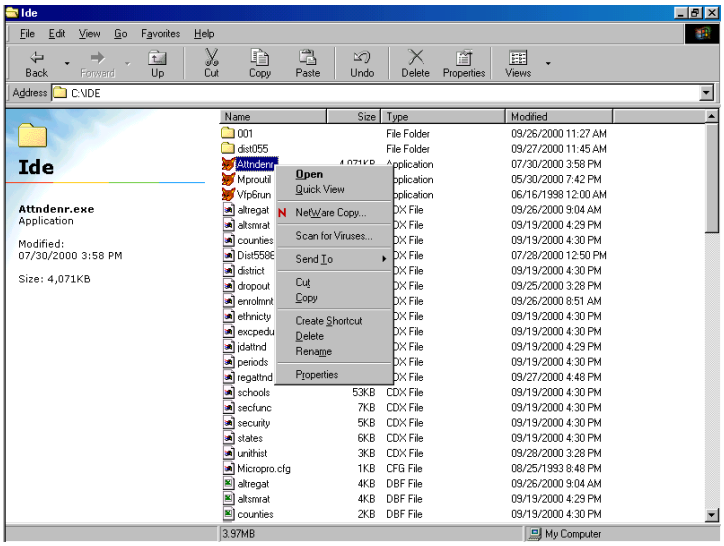
Click on Setup.

Open “My Computer” or Windows Explorer and navigate to installed drive to find IDE location.

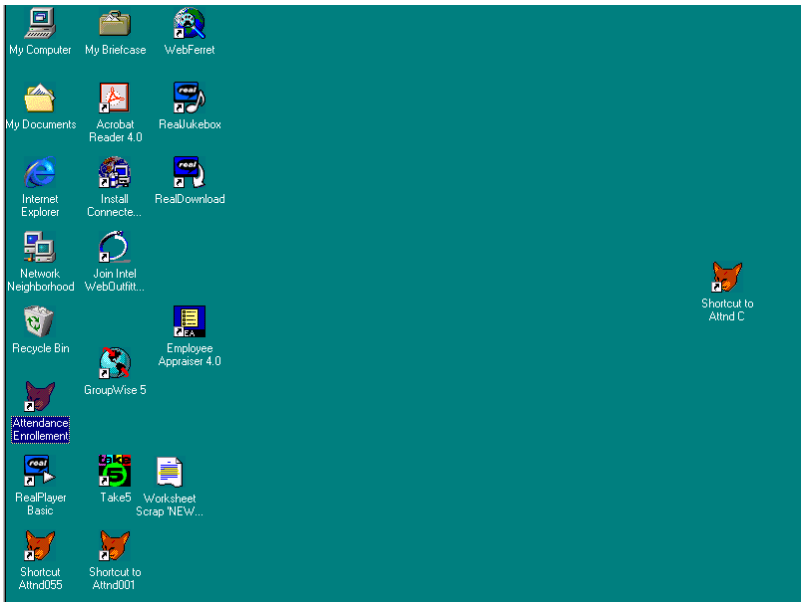


Open IDE Folder and right click “Attndenr”:





Choose “Create Shortcut” and drag new shortcut to your “Desktop”. Rename Shortcut to something meaningful for you.

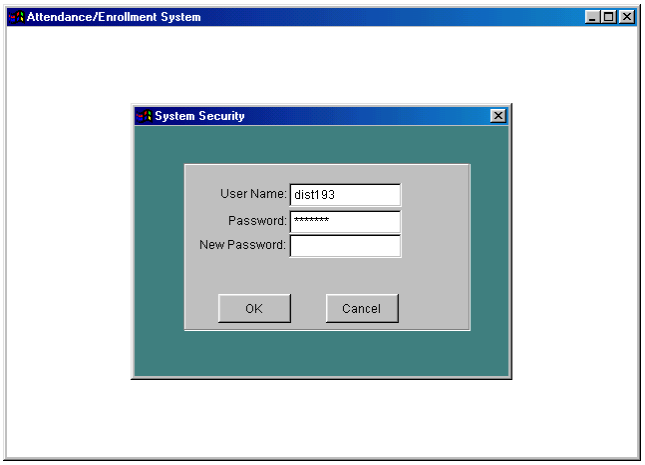


NOTE: If you choose the default, please note the following backup procedures:

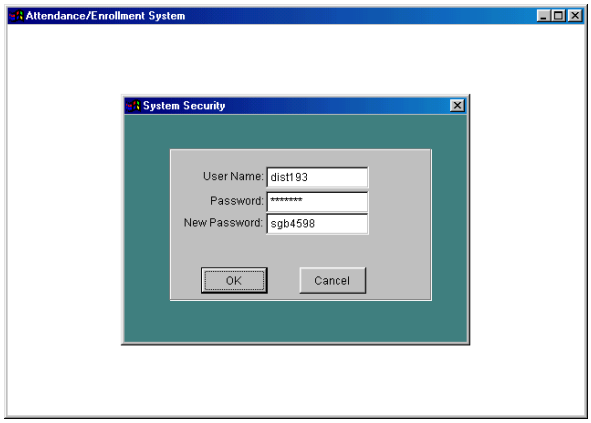
You can back up the whole application to a zip drive as it is all self contained within one directory. If you do not have a zip drive, an alternative would be to back up the files: *.DBF, *.CDX, *.MEM, *.FPT, as well as ATTNDENR.EXE. If a full recovery was then required, reinstall from the original CD and then restore the above mentioned files. You could use WINZIP and back up to diskettes. If you are attached to a network, copy the entire directory to a networked drive periodically.

System Login

Your User Name and Password is “dist” and your district three digits number. Example: Boise School District’s user name would be “dist001” and the password would be “dist001”. There are no spaces and is not case sensitive.

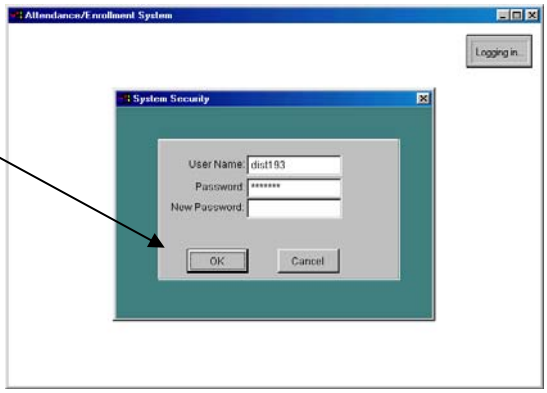


You may change the Password. Enter your choice and click OK.

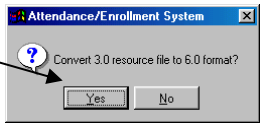


New Password confirmation: Click OK if correct.

Click on OK and Logging in… or hit enter twice



Click yes.



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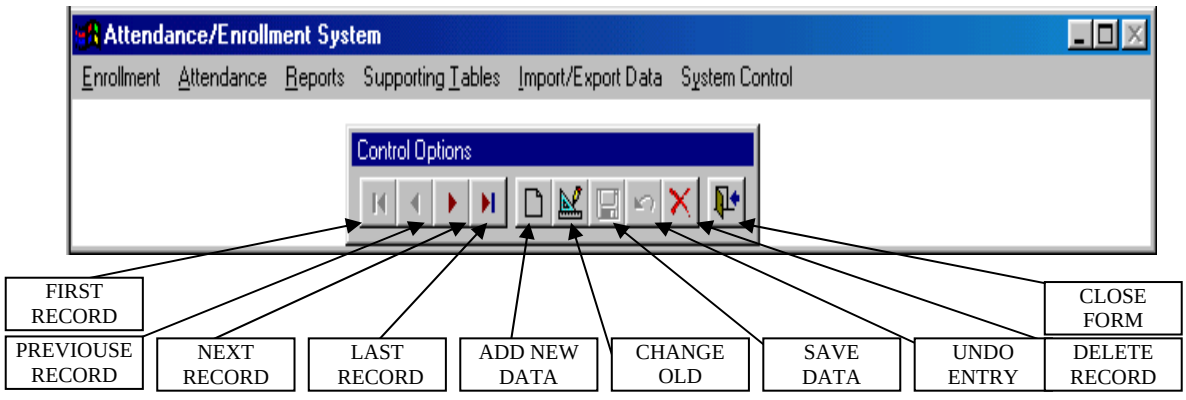
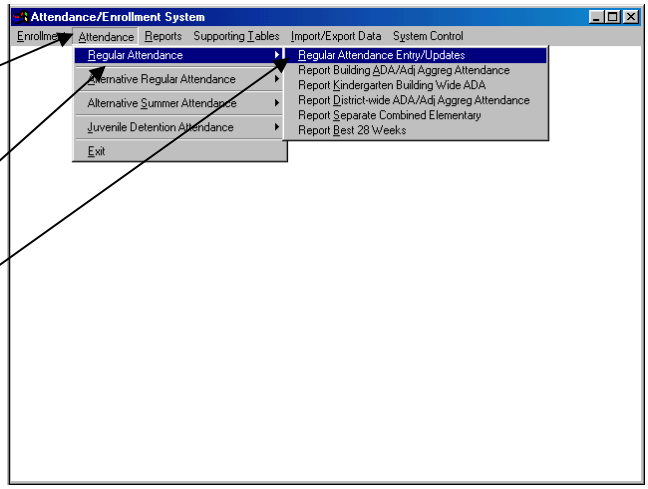
1. Tool Bar Functions



All the toolbar buttons have "Control Tips": Hold the cursor on the button and an explanation will appear.

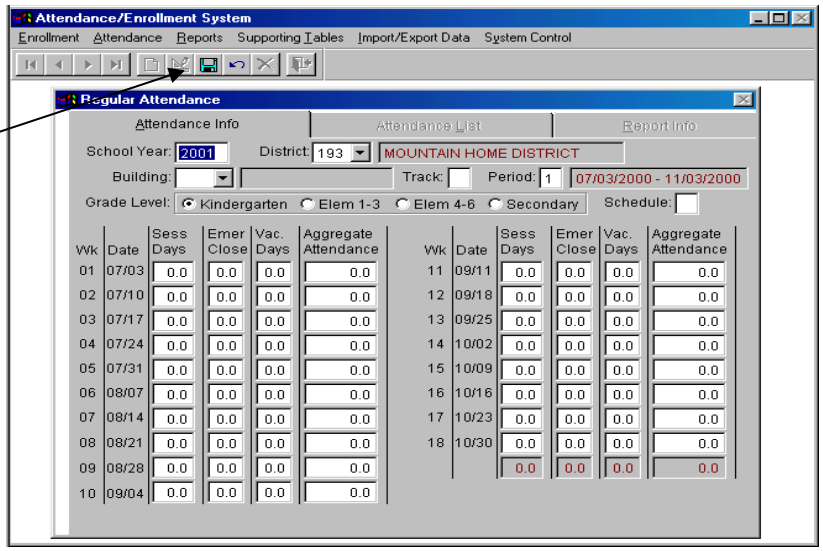
Entering Attendance



Choose Regular Attendance Entry/Update

Clicking the "New" Control Button will enable the form for data entry.

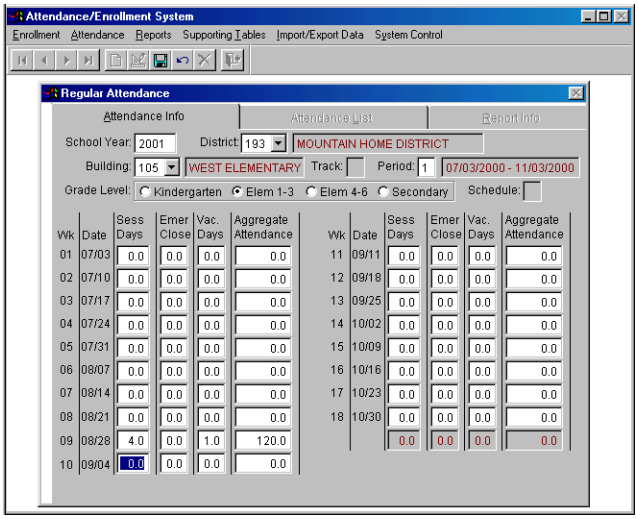
Enables search and entry fields.



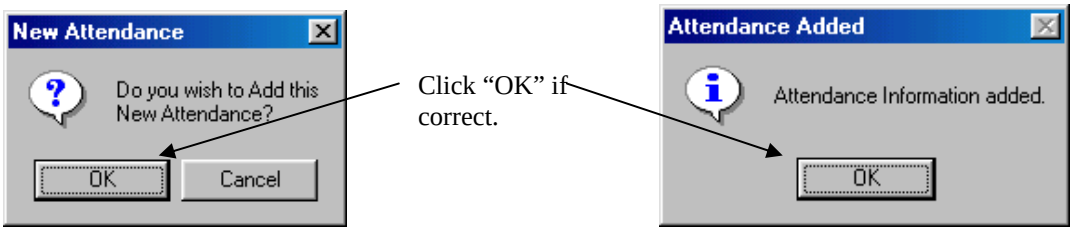
Enter the school year, District, a Building, Track, Period and Grade Level.
If you choose Kindergarten, your K-Schedule code (1-9) is required.

Note: You will need to manually click on appropriate grade level, (otherwise the program could possibly select the wrong grade level). After selection, the attendance reporting fields will be open for data entry.

Tab to the first week of school and enter "Session Days", "Emergency Closure Days" and "Vacation Days". All three fields must equal five days in sessions. The only exception is when reporting kindergarten and alternative school sessions. Proceed to enter Aggregate Attendance.



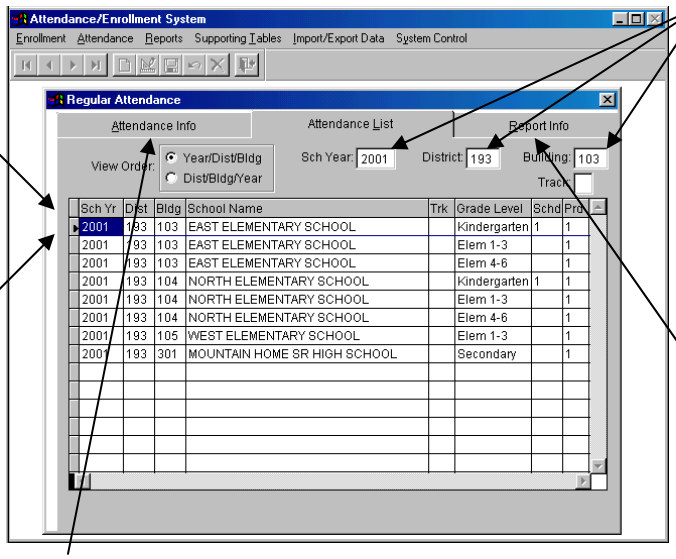
Click “Save” Button.



Click “OK” if correct.

Click the “New” button to enter another grade level or another building. Once all grade levels and buildings are entered and saved, click the “Closed” button to move to other areas within the software or to exit the software.

Click “Attendance List” tab. Enter year, district, building and track if appropriate.
Hit enter and the cursor will go to that record.
Clicking the “Attendance Info” tab will take you back to Enter/Edit form.
This menu is *useful* for purposes of: updating, deleting, locating and printing.



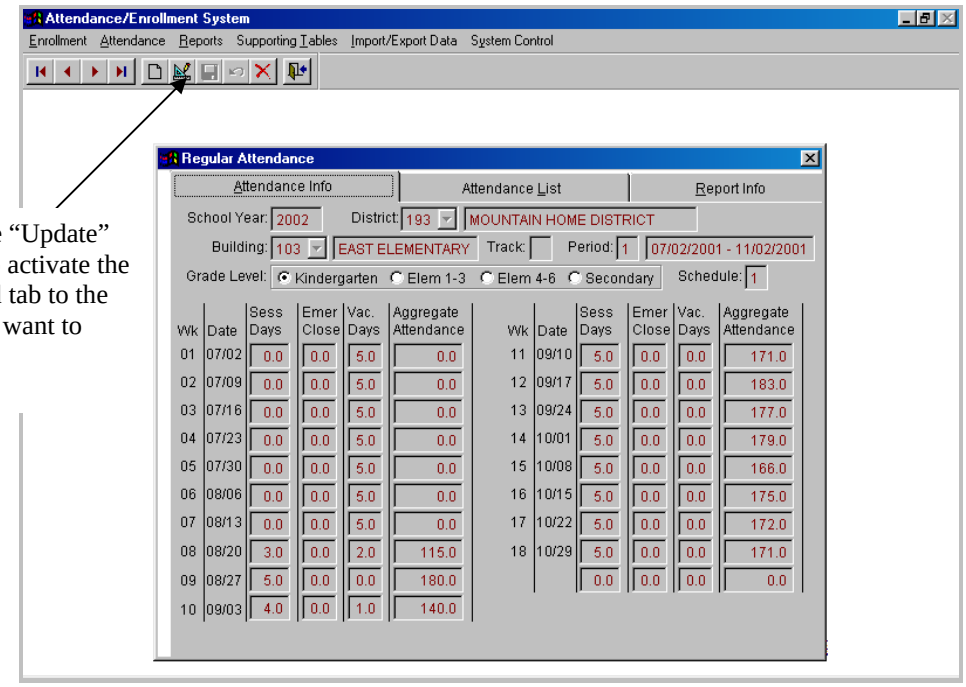
1) Enter the year, district, building number and if needed the track.

2) Each building will be listed for each grade level and reporting period that is entered into the database.

3) Move the curser with the arrow keys to highlight the entry you wish to update or print.

To print a report on the selected entry click on the “Report Info” Tab

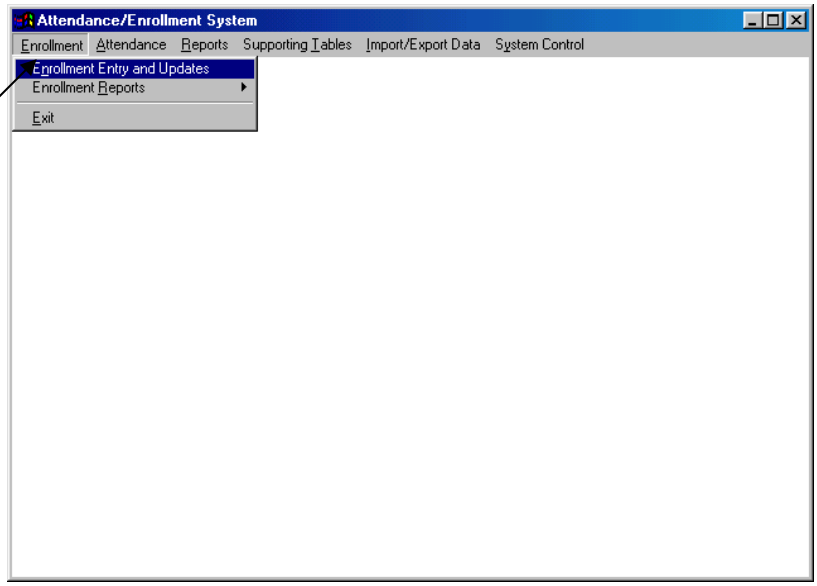
4) To see and update the information click the “Attendance Info” Tab.



Click the "Update" button to activate the form and tab to the data you want to update.

To activate form click on the "Update" button and update the information. Click the "Save" or the "Undo" to enable the "Close" which will allow you to exit.

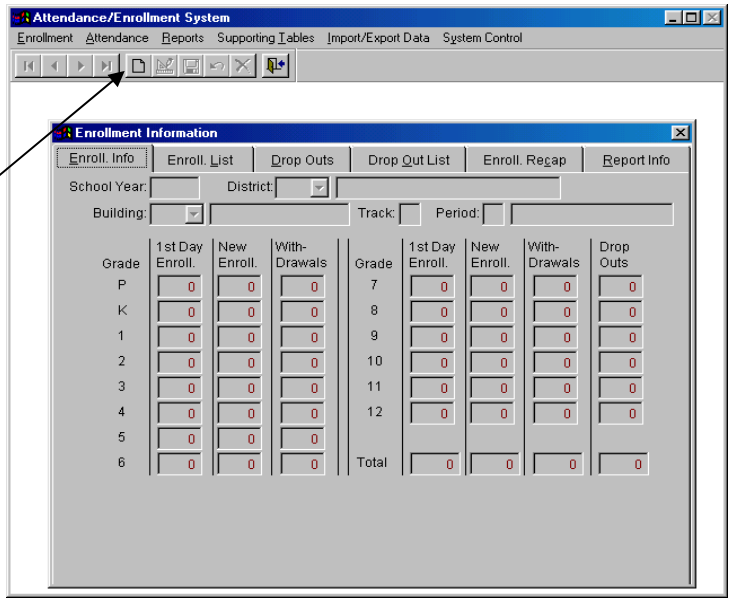
Entering Enrollment



Place curser on Enrollment and then click on "Enrollment Entry and Updates"

Choosing Enrollment Entry and Updates opens the enter/update screen.

Click on the “Add New Data” button to activate the form

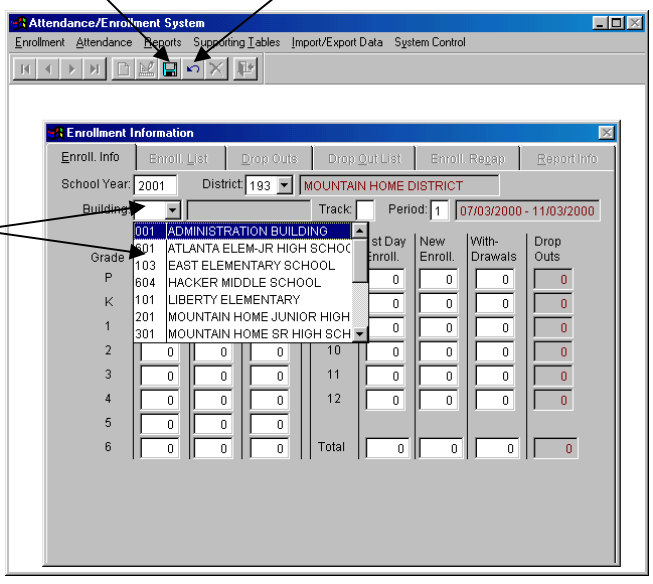


Click the “Add New Data” button to activate the form.
Click the “Save” or “Undo”, this will enable the “Close” and allow you exit.

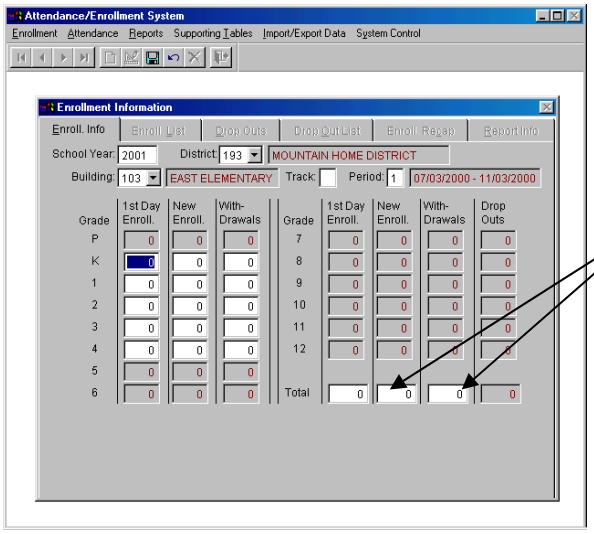
Save

Undo

Enter the building number or select it from the drop down list.



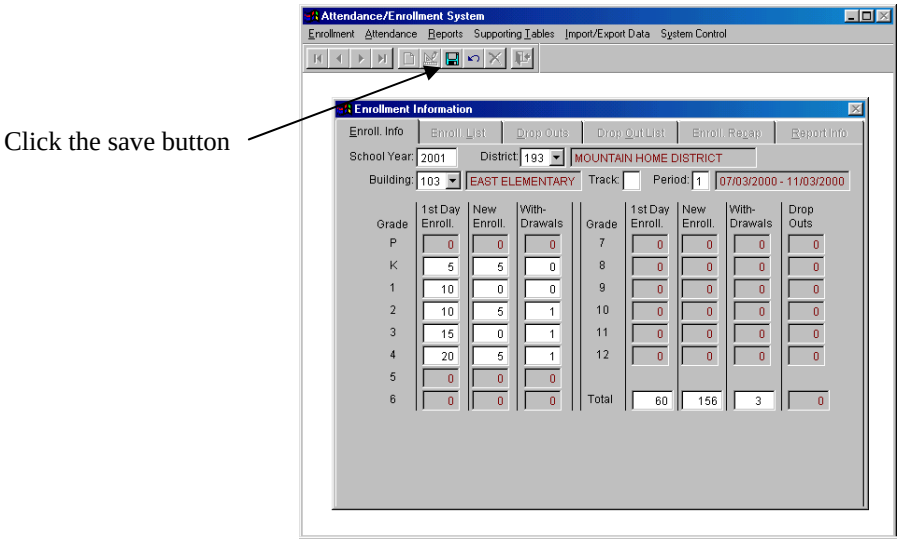
Enter the year (2003 for the 2002-2003 school year) in the Year field, tab and select the district, tab and select a building,(the drop down listing is also available) tab to select Year Round Track, (if appropriate to school district), tab to select correct Reporting Period, (1,2 or 3).



You must enter in the totals and it must equal the detail.

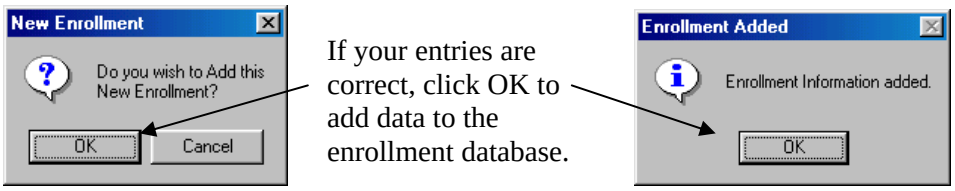
Enter your enrollment data. Total line must equal the detail entered in each column. This is a manual entry, the program does not calculate this number.

If you enter the wrong total, the program will double check your calculations. If the number you reported is incorrect, an error message will appear and the program will instruct you to fix appropriate column totals.



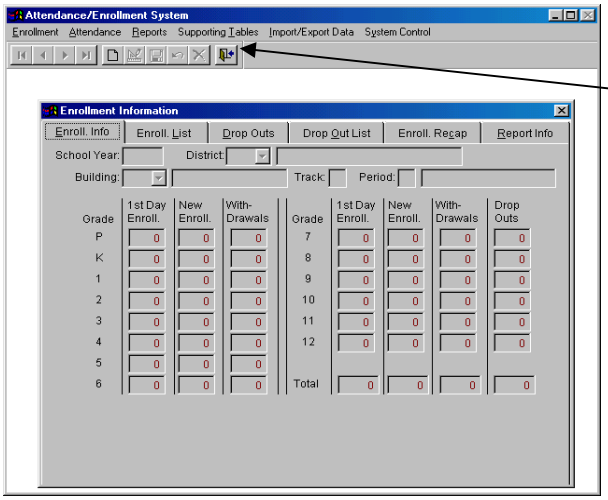
Click the save button

Click the “Save” button to recorded the entered data.

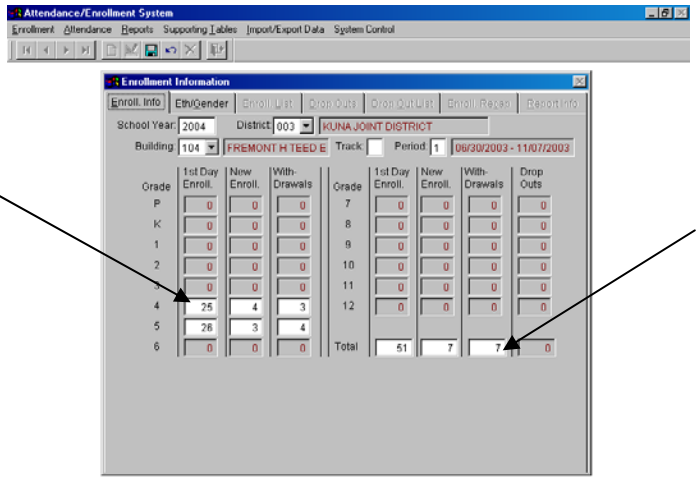


If your entries are correct, click OK to add data to the enrollment database.

Confirmation of data added. Click “OK” and the “Close” buttons will be enabled. At this time you may choose to add Enrollment information for another building or close this form and perform another operation.



To exit a report, click the "Close" button. Go to the "Attendance" menu to enter attendance or to exit the program.

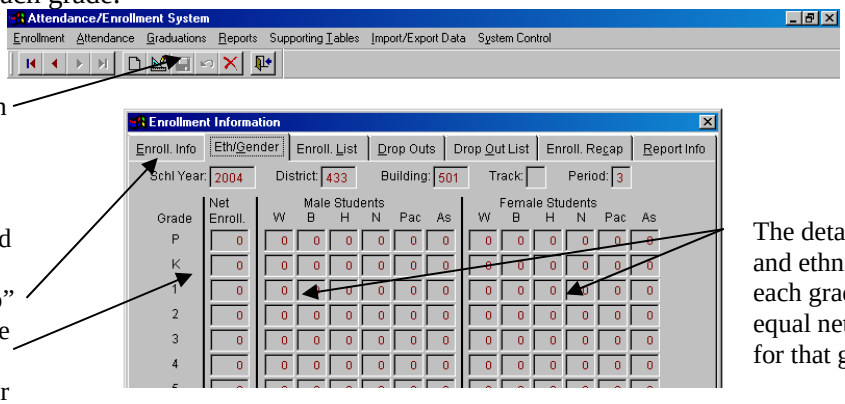


Enter in 1st day enrollment, new enrollment and withdrawals

The total must equal the detail of the grade information

1. Ethnicity and Gender Report

Once the enrollment information is entered, click on the "Eth/Gender" tab and enter in the ethnicity and gender detail for each grade. The ethnicity and gender counts must equal the net enrollment for each grade.

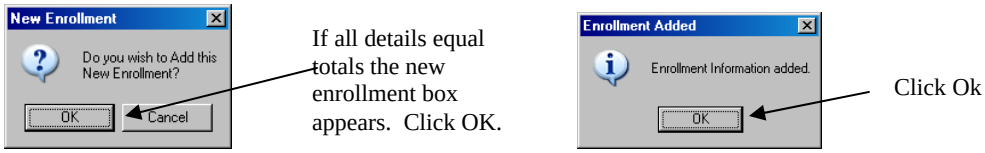


Save icon

Net enrollment for each grade is displayed here and can only be changed by going back to "Enroll Info" tab and changing either the 1st day enrollment, new enrollment, withdrawals or dropouts.

The detail of gender and ethnicity for each grade must equal net enrollment for that grade.

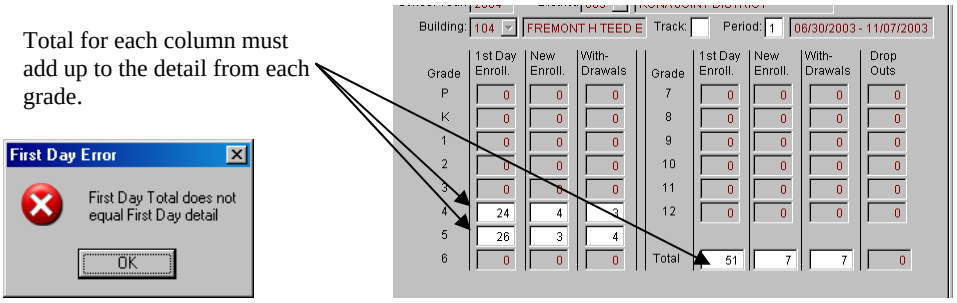
After entering information on both the enrollment information form, and the ethnicity and gender form, click the "Save" icon on the tool bar.



Click on the "New Form" icon on the tool bar to enter in the next building or click on the "Exit" icon on the tool bar to access attendance or exit the program.

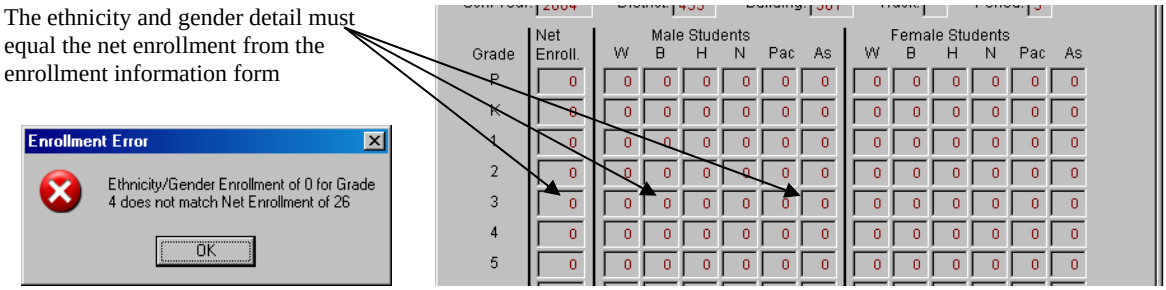
There are three types of enrollment error messages:

1) Totals not equaling detail on the enrollment information form



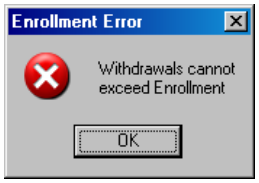
Note: 1st day enrollment is only entered in the first reporting period and are those students who are signed up for the first day of school. In the second and third reporting period enter in only those students who are new to the building during the reporting period or whom withdrawal from the building during the reporting period.

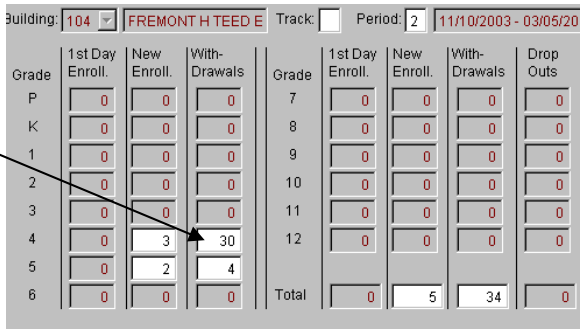
2) Ethnicity and gender detail enrollment from the ethnicity/gender enrollment form does not equal net enrollment from the enrollment information form.



3) Withdrawals exceeding enrollment for a grade. This error message does not tell you which grade the withdrawals exceed the net enrollment. The system keeps a running net enrollment for each grade in a building and any time that data is entered that would cause the net enrollment to fall below zero, the system gives this error message. Each grades 1st day enrollment and all new enrollment for each reporting period minus the withdrawals and dropouts for each reporting period must be equal to or greater than zero.

First period net enrollment was 26; second period new enrollment was 3, withdrawals for the second period was entered as 30. There are too many withdrawals for enrollment.

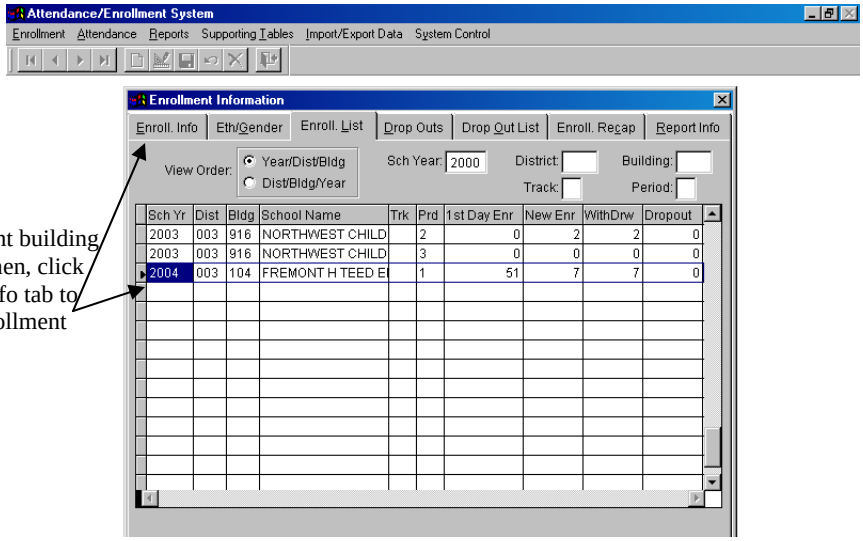




Example: If first period net enrollment was 26 and the second period new enrollment was 3 and the withdrawals for the second period was entered as 30, the net enrollment for the second period would be a –1. Since it is not possible to have negative enrollment, the system generates the error message that withdrawals cannot exceed enrollment. Previous reporting period's enrollment for each grade must be checked to find the error.

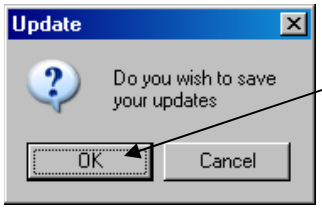
Note: Net enrollment can never be less than zero. Net enrollment is the sum of 1st day enrollment plus all new enrollment, minus all withdrawals and dropouts.

Too update or check enrollment once entered and saved, click on the "Enroll. List" tab, click on the gray box to the left of the building and period to highlight. Then click on the "Enroll. Info" tab to view the information and then click on the "Update" icon on the tool bar to access form for updating.

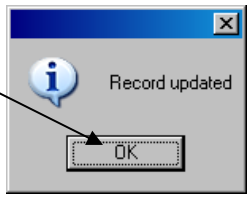


First highlight building and period then, click on Enroll. Info tab to bring up enrollment information

Once updates have been entered click on the "Save" icon on the tool bar.



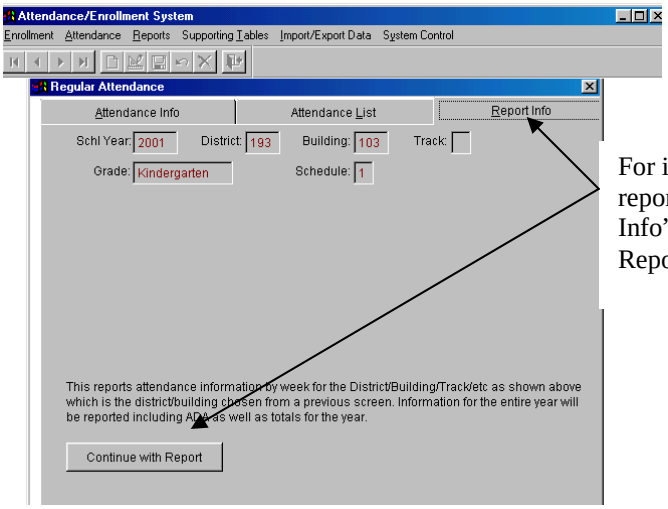
Click OK to save updates



Reports

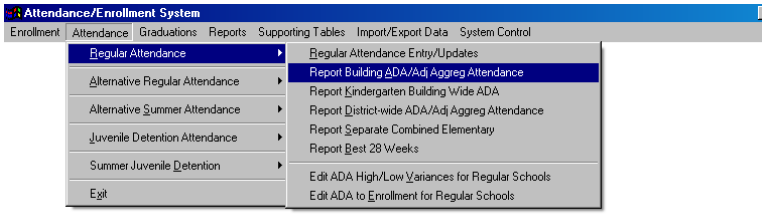
1. Attendance Building Report

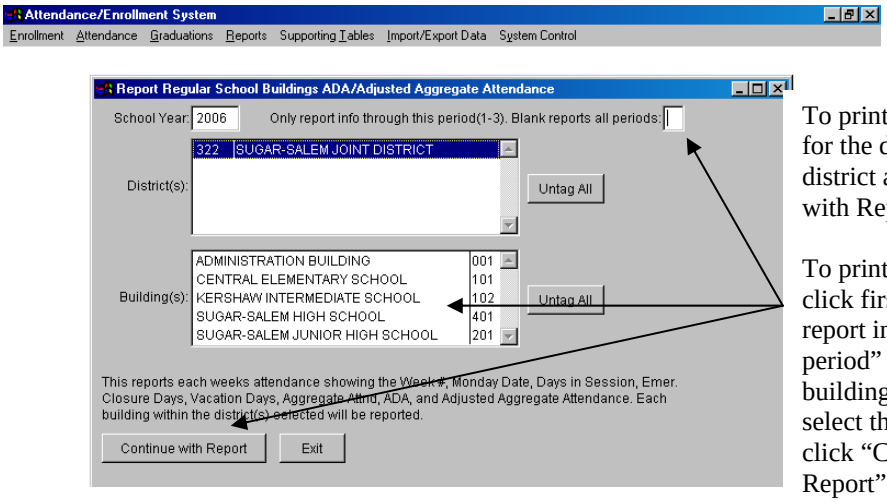
The “Report Info” tab is useful for the primary purpose of printing out attendance reports as they are process. After you are finished entering Attendance OR Enrollment, it is most logical to go to the “Report Info” tab. Select “Continue with Report” and this will allow you to have a running printed copy of your entries. Review the reports for errors in data entry and average daily attendance (A.D.A.). The A.D.A. should be similar from week to week.



For individual attendance reports click on the “Report Info” tab and then “Continue Report” button.

To print out all buildings in a district or all reports in one building, go to “Attendance”, “Regular Attendance” and then to “Report Building ADA/Adj Aggreg Attendance”.





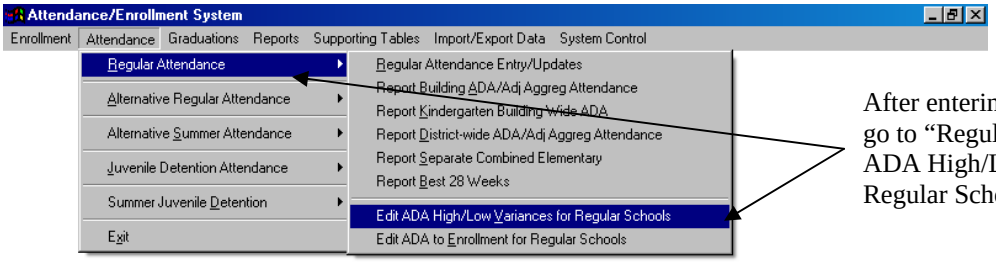
To print all building reports for the district select the district and click “Continue with Report”.

To print a single building click first on the “Only report info through this period” box to activate the building(s) list and then select the building(s) and click “Continue with Report”.

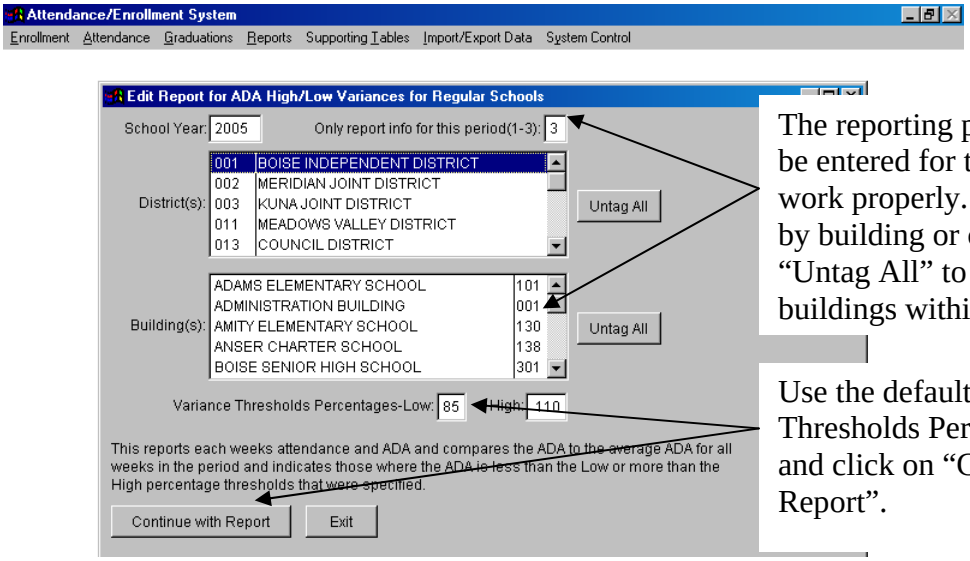
2. *Edit Reports*

a) Edit Report for ADA High/Low Variances

This report looks for calculated weekly ADA highs and lows that are above or below the average ADA for the reporting period. This report helps catch data entry errors and calculation errors of aggregate attendance.



After entering in regular attendance, go to "Regular Attendance", "Edit ADA High/Low Variances for Regular Schools".



The reporting period must be entered for this report to work properly. Then select by building or click on "Untag All" to select all buildings within a district.

Use the default "Variance Thresholds Percentages" and click on "Continue with Report".

Idaho State Department of Education
Page 1 Attendance/Enrollment System 05/16/2005
Edit for ADA High/Low Variances - School Year 2004/2005 10:03 a.m.

011 MEADOWS VALLEY DISTRICT
701 MEADOWS VALLEY SCHOOL, Schedule 1
Kindergarten
Average ADA = 8.86 Average ADA without High/Low = 8.91

Week Number	Monday Date	Days In Session	Emerg. Closure Days	Vacation Days	Aggregate Attendance	A.D.A.	Prct To Average		Average Without Hi/Low	
19	11/8/2004	5			49	9.8	110.63%	High	110.00%	
20	11/15/2004	5			46	9.2	103.86%		103.26%	
21	11/22/2004	2		3	16	8	90.31%		89.79%	
22	11/29/2004	5			44	8.8	99.34%		98.77%	
23	12/6/2004	5			42	8.4	94.83%		94.28%	
24	12/13/2004	5			47	9.4	106.12%		105.51%	
25	12/20/2004	3		2	28	9.33	105.33%		104.72%	
26	12/27/2004			5			0.00%		0.00%	
27	1/3/2005	5			36	7.2	81.28%	Low	80.81%	Low
28	1/10/2005	5			40	8	90.31%		89.79%	
29	1/17/2005	4		1	34	8.5	95.96%		95.41%	
30	1/24/2005	5			46	9.2	103.86%		103.26%	
31	1/31/2005	5			45	9	101.60%		101.02%	
32	2/7/2005	5			49	9.8	110.63%	High	110.00%	
33	2/14/2005	5			47.5	9.5	107.25%		106.63%	
34	2/21/2005	4		1	36	9	101.60%		101.02%	
35	2/28/2005	5			43	8.6	97.09%		96.53%	

The report will print out only those buildings and grade groupings that have variances.

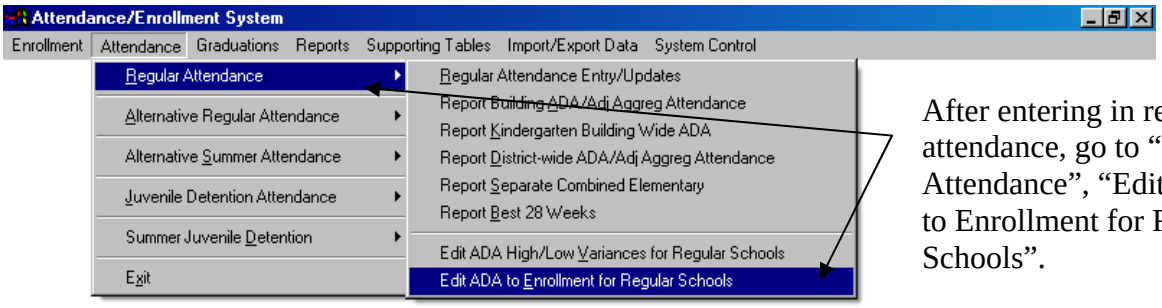
Review weeks that are flagged high or low in the last column. Check for accuracy the days in session, emergency closure days, vacation days, and aggregate attendance.

Note: Please keep in mind that this report is showing those weeks where ADA was either above or below the expected norm and does not mean that the data is necessarily incorrect.

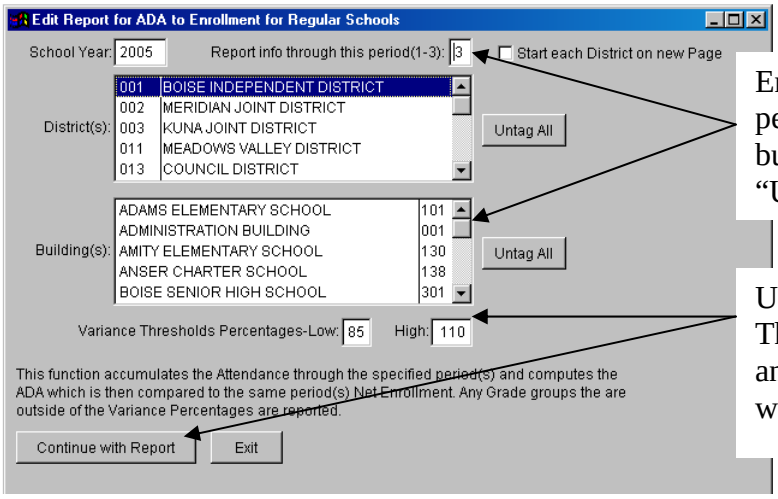
If there are no problems found that fall above or below the threshold this box will come up.

b) Edit for ADA to Enrollment Report

This report compares the calculated ADA for a Reporting period to the net enrollment. The only time that ADA may be higher than net enrollment is in situations of extreme change in enrollment during a reporting period.



After entering in regular attendance, go to "Regular Attendance", "Edit ADA to Enrollment for Regular Schools".



Enter in the reporting period and then select by building or click on "Untag All" to select all

Use the default "Variance Thresholds Percentages" and click on "Continue with Report".

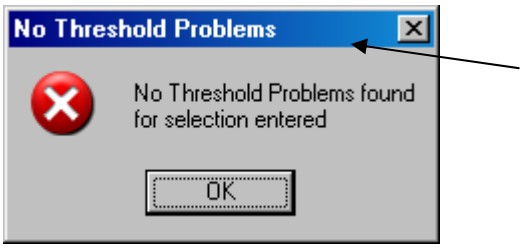
```
                                Idaho State Department of Education
Page  1                             Attendance/Enrollment System                05/31/2005
                                Edit for ADA to Enrollment Variances            11:29 a.m.
                               School Year 2004/2005 through Period 2

  District:

                                                          Net       Variance
                      Grade Level       A.D.A.        Enrollment    Percent

    Building: 916 NORTHWEST CHILDREN'S HOME - Contract
                      Secondary 7-12      5.58             5        111.60%  ADA is High

    Building: 101 ELEMENTARY SCHOOL - Separate
                      Kindergarten        8.75            12         72.92%  ADA is Low

    Building: 603 MIDDLE SCHOOL
                      Secondary 7-12                      34          0.00%  No ADA for Enrollment
```

What the error messages mean.

No ADA for Enrollment = There is an enrollment record, but no attendance was entered.
No Enrollment for ADA = There is an attendance record, but no enrollment was entered.
ADA is High = Either enrollment or attendance has problems.
ADA is Low = Either enrollment or attendance has problems.

For all error messages, check that aggregate attendance is reported accurately for the grade grouping or that enrollment has been reported accurately. In Kindergarten, check that all schedules of Kindergarten have been entered.

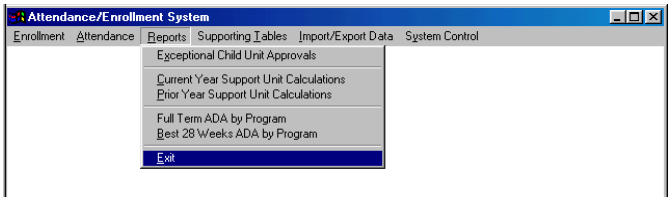
Note: Please keep in mind that this report is showing those reports where ADA was either too high or too low from the expected norm and does not mean that the data is necessarily incorrect.



If there are no problems found that fall above or below the threshold this box will come up.

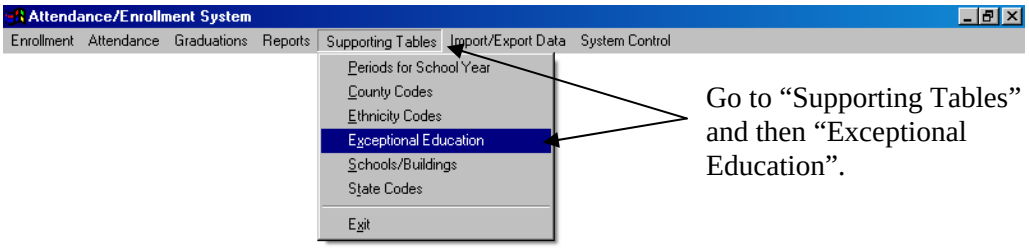
3. Unit Calculation Reports

To print Current Year Support Unit Calculation and Prior Year Support Unit Calculation Reports, go to Reports menu. **These reports are only preliminary!**

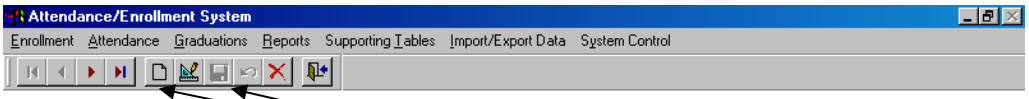


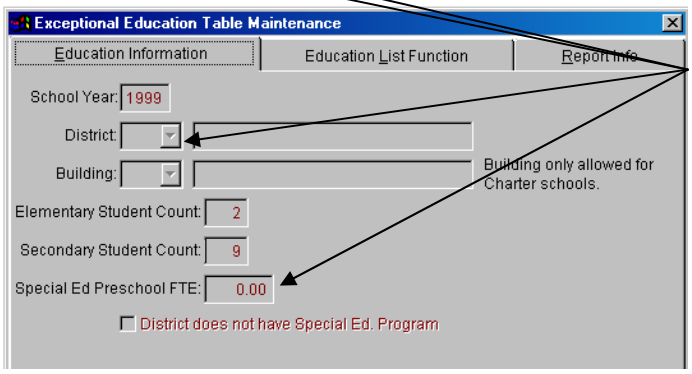
a) Entering Exceptional Child Pre-school Full Time Equivalency (FTE)

To get a better estimate of support units enter in the Exceptional Education Pre-school FTE into the system. This is collected in the December 1 child count reported to the Special Education at the State Department of Education.



Go to "Supporting Tables" and then "Exceptional Education".





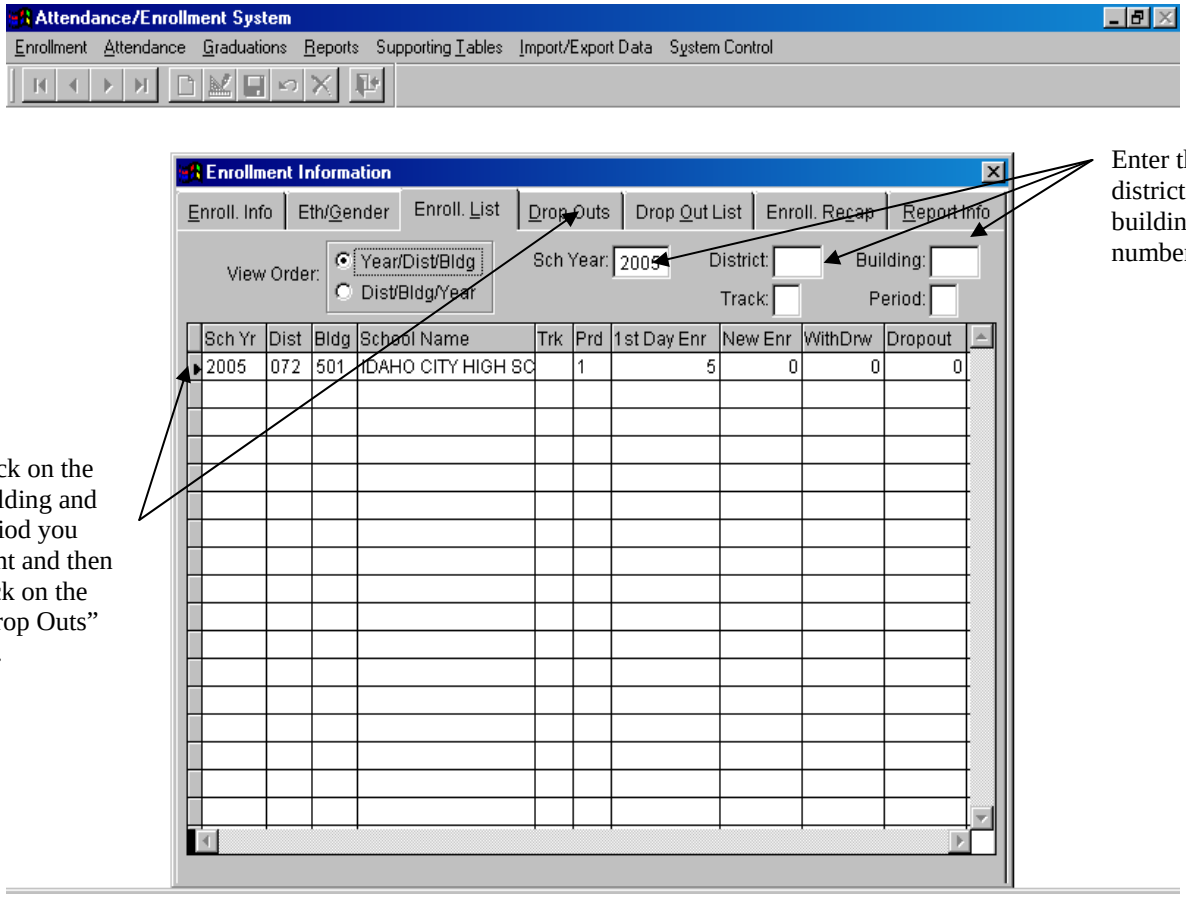
Click on the "New" icon, select District, enter in the FTE and then click the "Save" icon.

This information **will not** be submitted in the electronic export files.

It will only be collected in the Exceptional Education December 1 Child Count.

Entering Dropouts

In the “Enroll. List” tab enter the year, district number and building number.

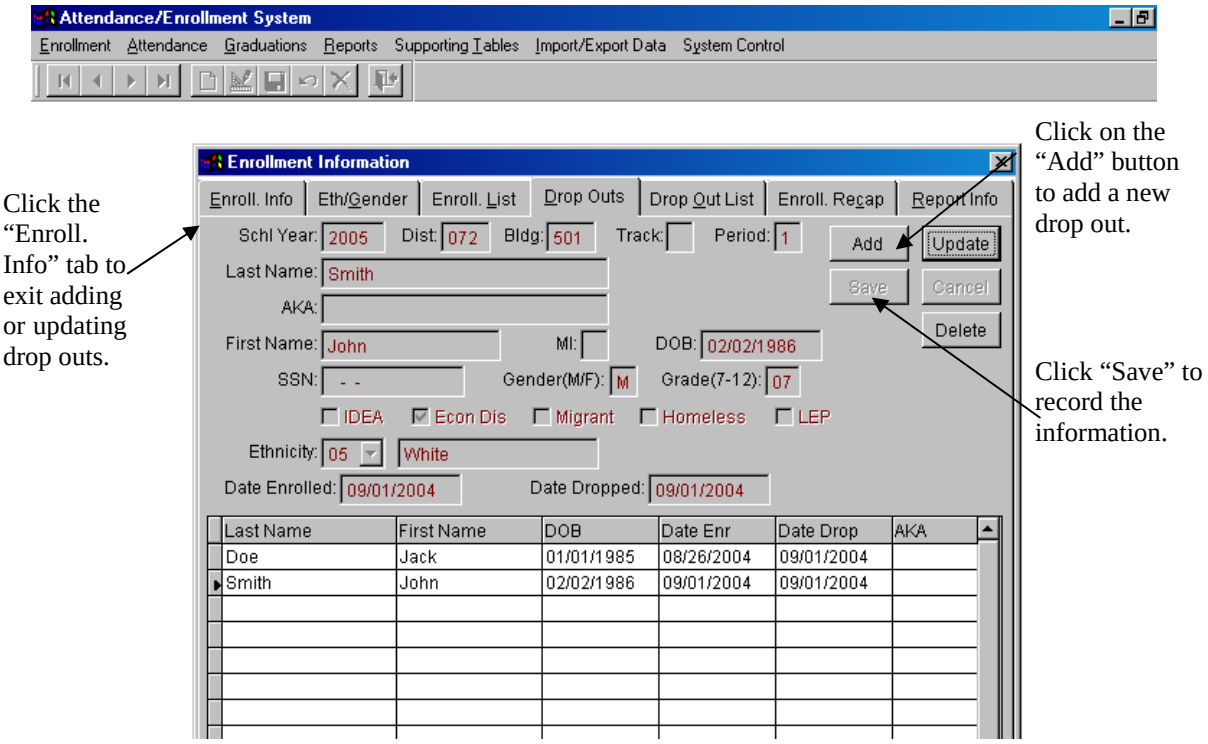


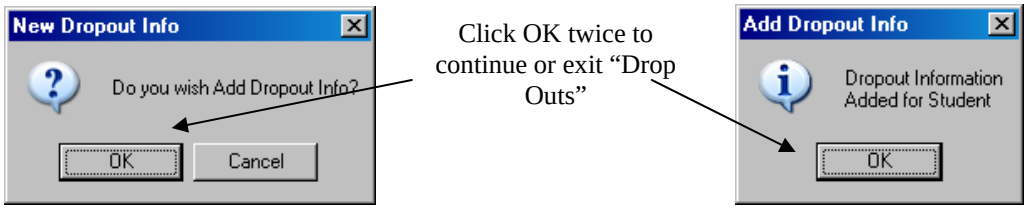
You must enter in the enrollment and ethnicity before you can enter dropouts for a building. Students that are being entered as a dropout must be in either the first day enrollment or new enrollment counts before they can be removed as a dropout.

You must use the Enroll List tab to select the building, year and period you wish to enter or update dropout information.

Click on the “Drop Outs” tab. To add a new drop out to that building click on the “Add” button and the form will activate. Enter in all fields accurately. This information is

important for Federal and State reporting. Once the information is entered click the "Save" button. If you have more students to enter click the "Add" button. If no more data is to be entered click the "Enroll. Info" tab and then the "Close Form" button on the functions tool bar to exit.

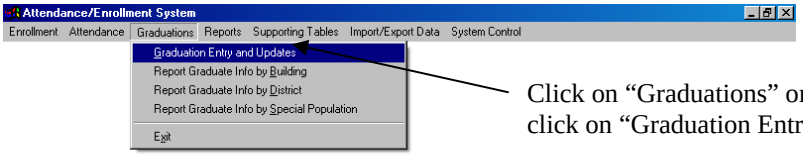




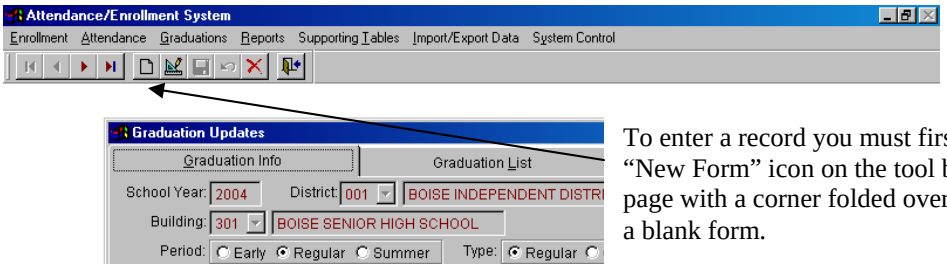
To update information on a dropout already entered, go to the "Drop Out List" tab find the student and click on the left side gray box next to the name. A black triangle will appear, Then click on the "Drop Outs" tab and the form will be populated with that student's information. Click on the "Update" button to open the form for input. Then click on the "Save" button to save the corrections.

Note: In both Enrollment and Attendance windows you must click on the first tab to the left to activate the "Close Form" button in order to exit the program.

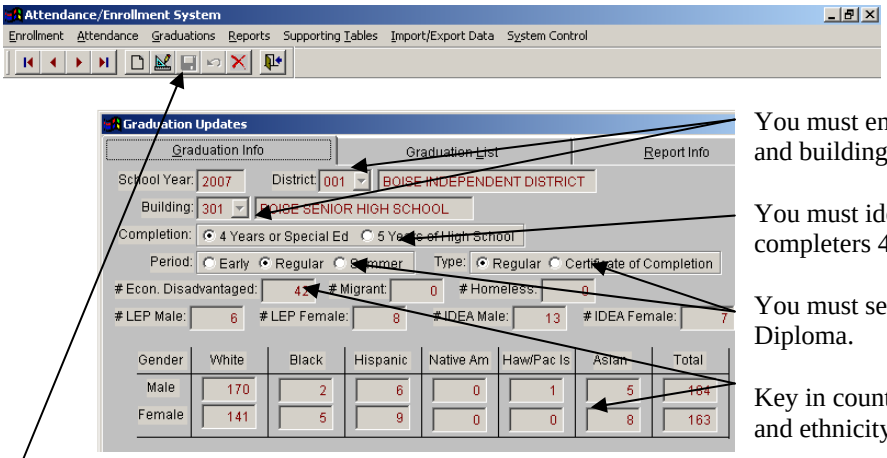
Entering Graduates in the Attendance and Enrollment Software.



Click on “Graduations” on the menu and then click on “Graduation Entry and Updates”.



To enter a record you must first click on the “New Form” icon on the tool bar (it looks like a page with a corner folded over). This will open a blank form.



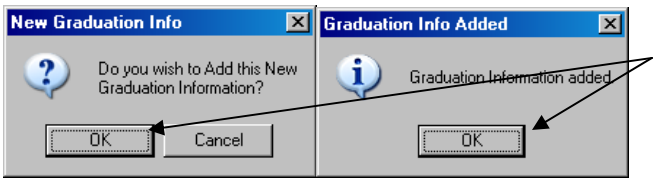
You must enter or select your district and building.

You must identify for which group of completers 4 years or 5 years.

You must select the Period and Type of Diploma.

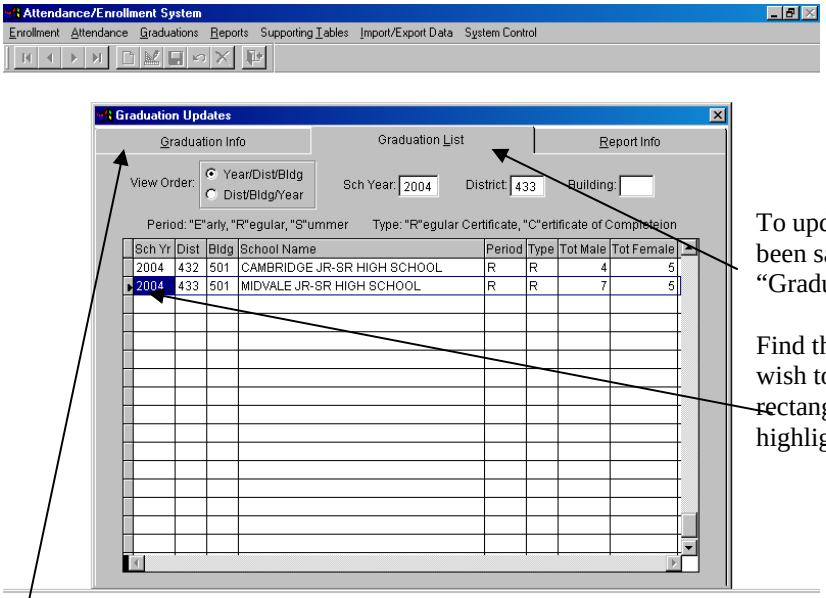
Key in counts for subgroups and gender and ethnicity.

Once all information is entered you must click on the “Save” icon on the tool bar to save your entries.



Click OK in both boxes.

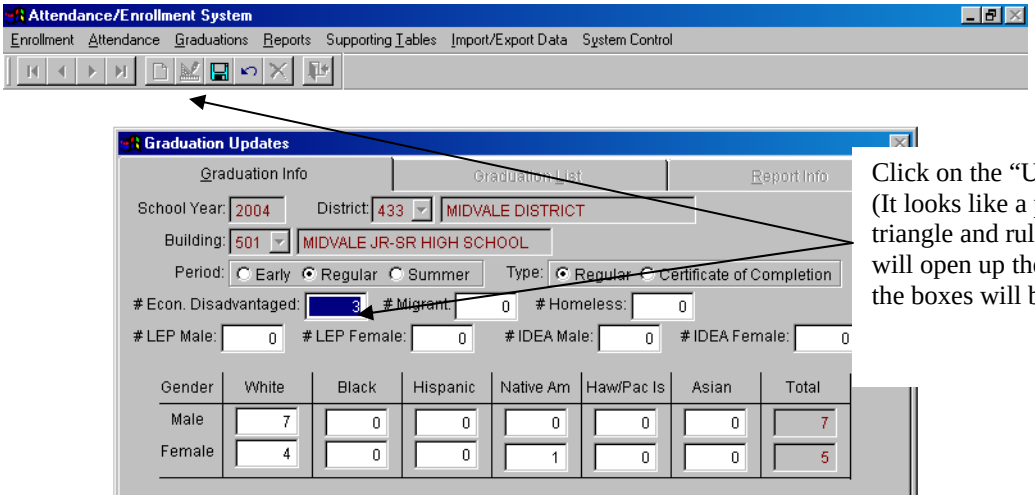
To enter another Building, Period or Type of graduate **you must** click on the “New Form” icon on the tool bar. If you use the “Update” icon you will only change the record you just created and not create a new record.



To update or change a record that has been saved you must click on the "Graduation List" tab.

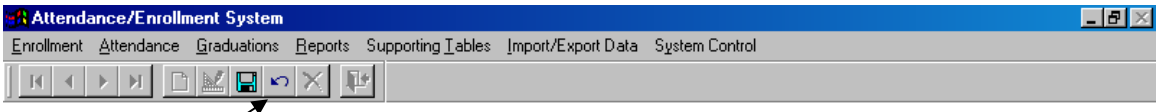
Find the building, period and type you wish to change and click on the gray rectangle at the left side. This will highlight the year.

Then Click on the "Graduation Info" tab. This will populate the form with the requested information.

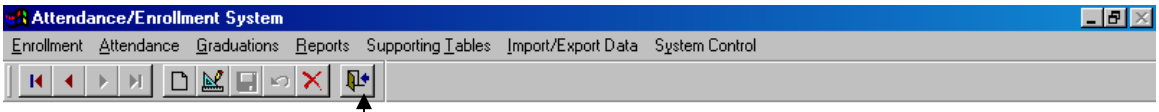


Click on the "Update" icon. (It looks like a pencil, triangle and ruler). This will open up the form and the boxes will be in white.

Once changes have been made, you must click on the "Save" icon to save the changes and again click OK twice to continue.

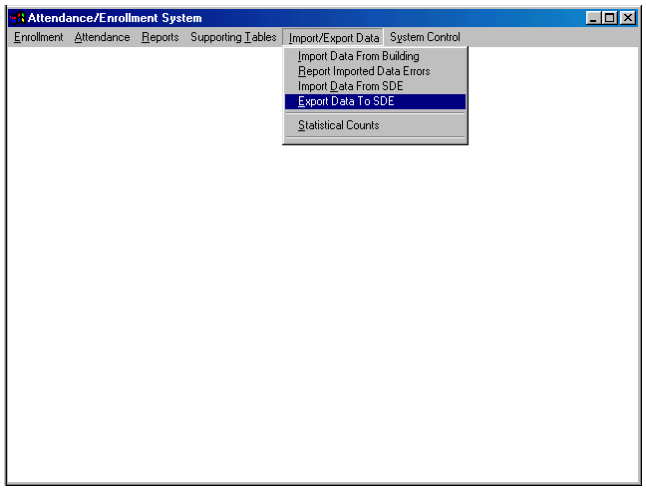


To get out of an open form without saving it click on the "Restore" icon.



To get out of Graduation reporting, all forms must be saved or closed, and then the "Exit" icon will be colored so you can click on it to exit out to the main menu.

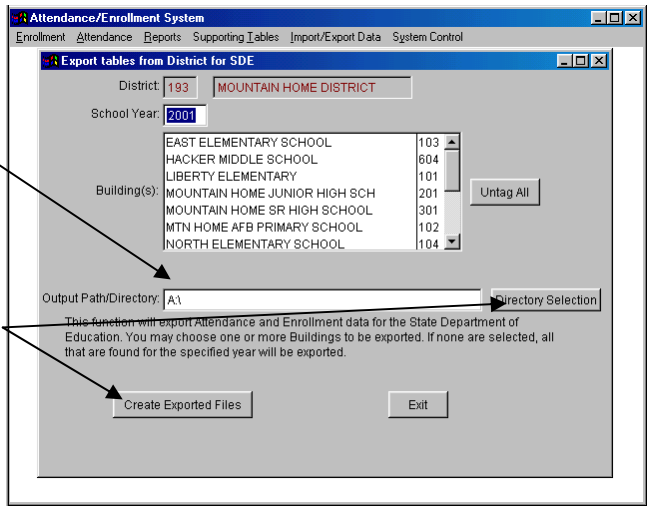
Exporting Data to SDE



Click on “Import/Export Data To SDE”.

Enter the output path and directory. To send it on a floppy disk enter A:\ and place a clean floppy disk in the disk drive.

To send by email: create a folder on the C drive C:/export then use the “Directory Selection” button to find and select that folder. Click the “Create Exported Files” button and then attach the files in the export folder to an email.

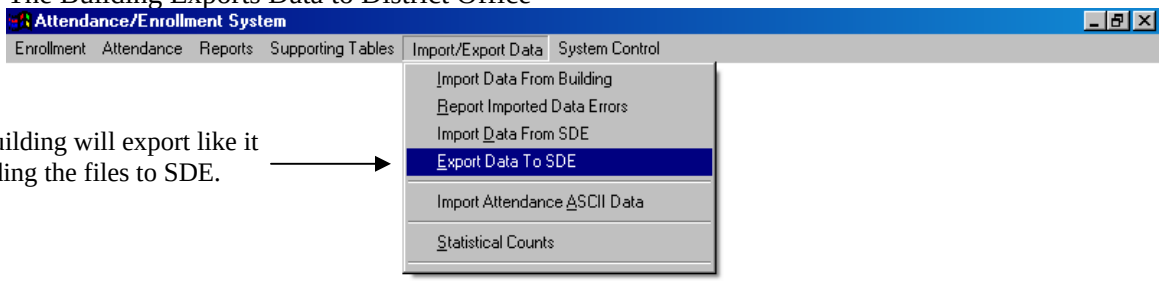


Select an output path and create a disk to forward to the State Department of Education at:

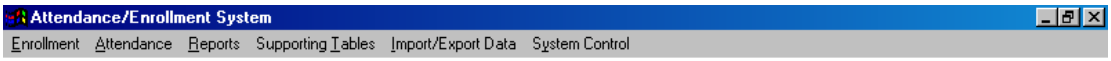
Idaho Department of Education
Public School Finance
P O Box 83720
Boise, ID 83720-0027

Sharing Software Between Buildings and District Office

The Building Exports Data to District Office

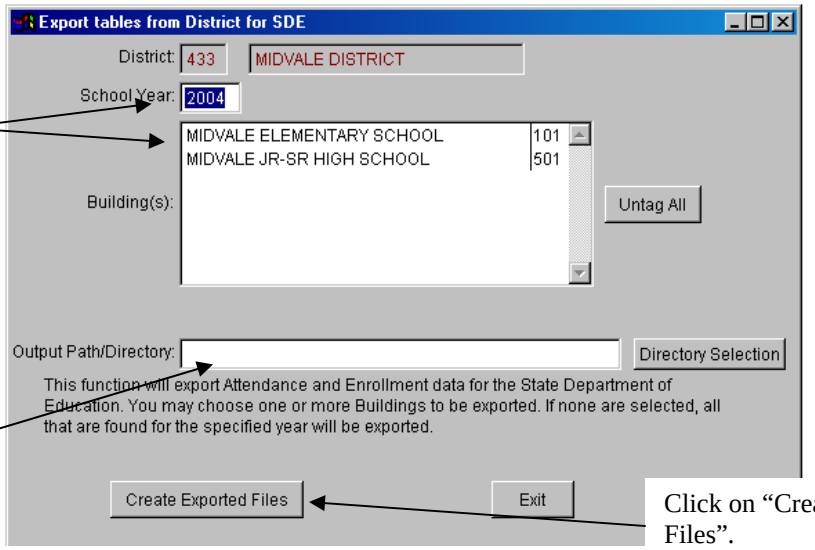


The building will export like it is sending the files to SDE.



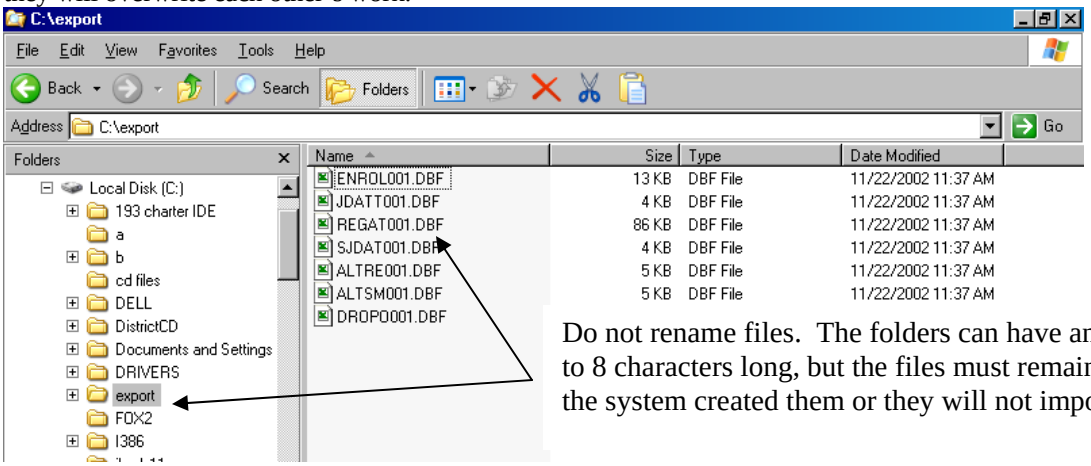
The exporting building selects it's building for exporting.

Exporting building must select output path and directory. Can be to a floppy disk or any folder on system.



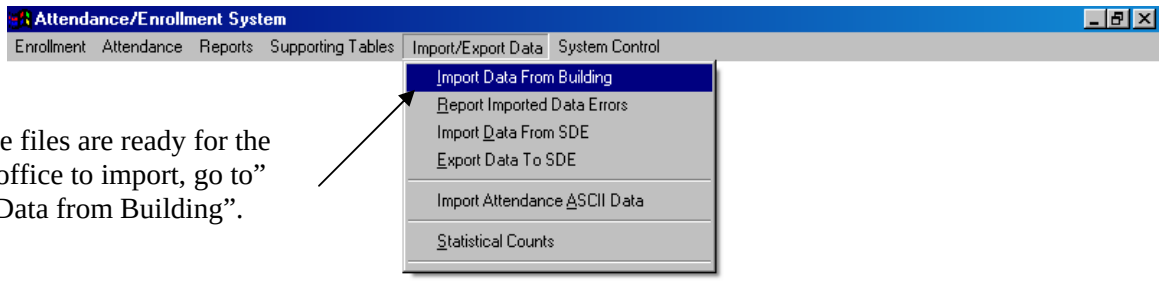
Click on "Create Exported Files".

The system will generate 5 to 7 files. The files will have the same names for each building in the district, so it **is important,** if on a share network drive that each building exports their files to a different folder or they will overwrite each other's work.

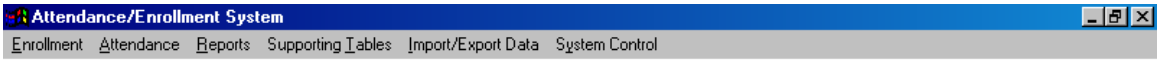


Do not rename files. The folders can have any name up to 8 characters long, but the files must remain named as the system created them or they will not import.

The District Office will then import data from building

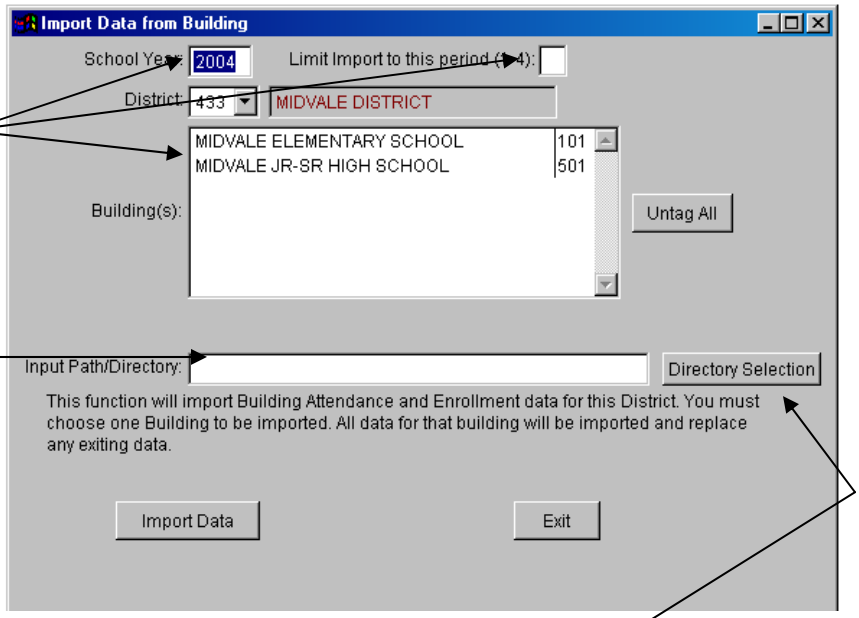


Went the files are ready for the district office to import, go to" Import Data from Building".

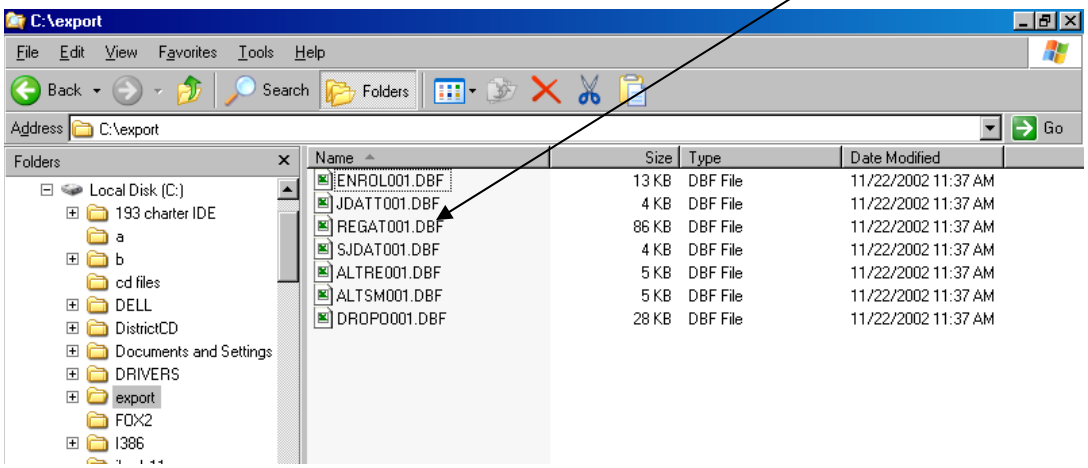


Select the School Year, the building and which period.

Select the path and directory of the files to be imported



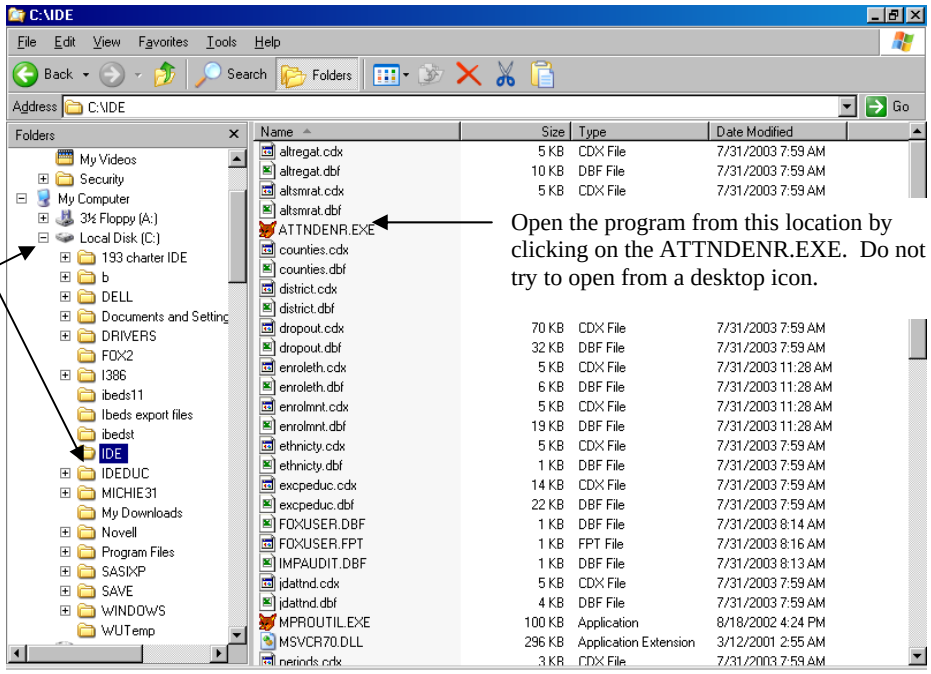
Navigate to location of files to be imported and click on "Import Data".



Common Problems with Exporting and Printing

If the error message comes up that a file cannot be found or the path and drive cannot be found, and the Attendance and Enrollment software is on a net work or installed to some other place other than the default of C:/IDE, it is only a matter of creating a folder on the "C" drive on a local machine named "IDE" and then finding the folder that the program is in and copying all the files and pasting them in the C:/IDE folder. Then go to the C:/IDE folder and click on the fox icon ATTNDENR.EXE to open the program. Once in the program from this location, try to export the files or printing the reports.

Go to My Computer, to the local disk (C:) and copy over the files of the attendance and enrollment software to the IDE folder



Run the reports or export the files to SDE and then delete the folder C:/IDE. This is only a copy and is not linked to the network or the desktop icon. Any future changes or updates to the live system will not be made to this copy unless you re-copy and paste the files over again.

Note: To select all files in a folder first select the first file and then "Ctrl" + A, this keyboard shortcut will select all the files in a folder.

If the error message "No Information Found" comes up. Make sure that the year being exported is the current year. Keep in mind that the 2003-2004 school year would be listed as 2004.